

Merced County Occupational Outlook 2001

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Presented & Prepared by
Merced County Private Industry Training Department

MERCED COUNTY OCCUPATIONAL OUTLOOK 2001

A Product of the

California Cooperative Occupational Information System

Sponsored by

Merced County Private Industry Training Department

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This venture owes its accomplishment to the employment training partnership commitment of all segments of the local community including the Merced County Board of Supervisors, members of the Merced County Workforce Investment Board, Youth and Adult Employment Training Contractors, the educational community, and labor unions in Merced County. We deeply appreciate their contribution in sharing information and knowledge of the local labor market.

We must also give credit to the many employers whose patient responses to the survey questions provided the foundation for the occupational summaries in this report.

California Cooperative Occupational Information System (CCOIS)
Agencies publishing Occupational Outlook Reports (OOR) throughout California

Alameda County

Oakland Private Industry Council
1212 Broadway, Suite 300
Oakland CA 94612
Phone: (510) 768-4409
Fax: (510) 451-4049

Butte County

Private Industry Council of Butte County
2185 Baldwin Avenue
Oroville CA 95966
Phone: (530) 343-6210
Fax: (530) 343-6105

Contra Costa County

Workforce Invest. Bd of Contra Costa County
2425 Bisso Lane, Suite 100
Concord CA 94520
Phone: (925) 646-5023
Fax: (925) 646-5517

Fresno County

Fresno Workforce Development Board
1999 Tuolumne Street, Suite 700
Fresno CA 93721
Phone: (559) 490-7174
Fax: (559) 498-7654

Imperial County

Workforce Investment Bd. Of Imperial County
760 Main Street
El Centro, CA 92243
Phone: (760) 336-2239
Fax: (760) 353-6594

Kings County

Job Training Office
Kings County Government Center
Hanford CA 93230
Phone: (559) 585-4727
Fax: (559) 585-7398

Los Angeles County

Long Beach Business Development Center
200 Pine Avenue, Suite 400
Long Beach CA 90802
Phone: (562) 570-3807
Fax: (562) 570-3897

Mariposa County

Mother Lode Job Training Agency
19900 Cedar Road North
Sonora CA 95370
Phone: (209) 532-2820
Fax: (209) 553-1079

Modoc County

Private Industry Council of Butte County
2185 Baldwin Avenue
Oroville CA 95966
Phone: (530) 343-6210
Fax: (530) 343-6105

Napa County

North Bay Employment Connection
1700 Second Street, Suite 378
Napa CA 94559
Phone: (707) 259-8679
Fax: (707) 259-8681

Alpine County

Golden Sierra Job Training Agency
117 New Mohawk, Suite E
Nevada City CA 95959
Phone: (530) 265-3201
Fax: (530) 265-5297

Calaveras County

Mother Lode Job Training Agency
19900 Cedar Road North
Sonora CA 95370
Phone: (209) 532-2820
Fax: (209) 563-1079

Del Norte County

Private Industry Council of Butte County
2185 Baldwin Avenue
Oroville, CA 95966
Phone: (530) 343-6210
Fax: (530) 343-6105

Glenn County

North Central Counties Consortium
1215 Plumas Street, Suite 1800
Yuba City, CA 95991
Phone: (530) 822-7145
Fax: (530) 822-7150

Inyo County

Employers' Training Resource
2001 28th Street
Bakersfield CA 93301
Phone: (805) 336-6954
Fax: (661) 336-6858

Lake County

North Central Counties Consortium
1215 Plumas Street, Suite 1800
Yuba City CA 95991
Phone: (530) 343-6210
Fax: (530) 343-6105

Madera County

Madera Co. Workforce Development Office
209 East 7th Street
Madera CA 93638
Phone: (559) 662-4500
Fax: (559) 673-1794

Mendocino County

Mendocino Co. Private Industry Council
630 Kings Court, Suite 204
Ukiah CA 96593
Phone: (707) 468-1402
Fax: (707) 468-0408

Mono County

Employers' Training Resource
2001 28th Street
Bakersfield CA 93301
Phone: (805) 336-6954
Fax: (805) 336-6858

Nevada County

Golden Sierra Job Training Agency
117 New Mohawk, Suite E
Nevada City CA 95959
Phone: (530) 265-3201
Fax: (530) 265-5297

Amador County

Mother Lode Job Training Agency
19900 Cedar Road North
Sonora CA 95370
Phone: (209) 532-2820
Fax: (209) 553-1079

Colusa County

North Central Counties Consortium
1215 Plumas Street, Suite 1800
Yuba City, CA 95973
Phone: (530) 343-6210
Fax: (530) 343-6105

El Dorado County

Golden Sierra Job Training Agency
117 New Mohawk, Suite E
Nevada City CA 95959
Phone: (530) 265-3201
Fax: (530) 265-5297

Humboldt County

Humboldt Co. Employment Training Dept.
930 Sixth Street
Eureka CA 95501
Phone: (707) 441-4642
Fax: (707) 445-6228

Kern County

Employers' Training Resource
2001 28th Street
Bakersfield CA 93301
Phone: (805) 336-6954
Fax: (805) 336-6858

Lassen County

Private Industry Council of Butte County
2185 Baldwin Avenue
Oroville, CA 95966
Phone: (530) 343-6210
Fax: (530) 343-6105

Marin County

North Bay Employment Connection
1700 Second Street, Suite 378
Napa CA 94559
Phone: (707) 259-8679
Fax: (707) 259-8681

Merced County

Private Industry Training Department
1880 Wardrobe Avenue
Merced CA 95340
Phone: (209) 385-7324
Fax: (209) 725-3592

Monterey County

Monterey County Private Industry Council
730 La Guardia Street
Salinas CA 93905
Phone: (831) 796-3312
Fax: (831) 755-3246

Orange County

Job Training Partnership Agency
1300 South Grand Ave., Bldg. B, 3rd Floor
Santa Ana CA 92705
Phone: (714) 567-7414
Fax: (714) 834-7132

California Cooperative Occupational Information System (CCOIS)
Agencies publishing Occupational Outlook Reports (OOR) throughout California

Placer County

Golden Sierra Job Training Agency
117 New Mohawk, Suite E
Nevada City CA 95959
Phone: (530) 265-3201
Fax: (530) 265-5297

Sacramento County

Sacramento Employment & Training Agency
1122 Del Paso Blvd
Sacramento CA 95818
Phone: (916) 263-3858
Fax: (916) 263-8427

San Diego County

San Diego Workforce Partnership
1551 4th Avenue, Suite 600
San Diego CA 92101
Phone: (619) 744-0354
Fax: (619) 544-9691

San Luis Obispo County

Private Industry Council of San Luis Obispo
4111 Broad Street, Suite A
San Luis Obispo CA 93401
Phone: (805) 788-2616
Fax: (805) 541-4117

Santa Clara County

NOVA Private Industry Council
505 W. Olive, Suite 550
Sunnyvale CA 95023
Phone: (408) 552-1049
Fax: (408) 773-9054

Sierra County

Golden Sierra Job Training Agency
117 New Mohawk, Suite E
Nevada City CA 95959
Phone: (530) 265-3201
Fax: (530) 265-5297

Sonoma County

North Bay Employment Connection
1700 Second Street, Suite 378
Napa CA 94559
Phone: (707) 259-8679
Fax: (707) 259-8681

Tehama County

Private Industry Council of Butte County
2185 Baldwin Avenue
Yuba City CA 95991
Phone: (530) 343-6210
Fax: (530) 343-6105

Tuolumne County

Mother Lode Job Training Agency
19900 Cedar Road North
Sonora CA 95370
Phone: (209) 533-3396
Fax: (209) 533-1079

Yuba County

North Central Counties Consortium
1215 Plumas Street, Suite 1800
Yuba City CA 95991
Phone: (530) 343-6210
Fax: (530) 343-6105

Plumas County

Private Industry Council of Butte County
2185 Baldwin Avenue
Oroville CA 95966
Phone: (530) 343-6210
Fax: (530) 343-6405

San Benito County

NOVA Private Industry Council
505 W. Olive, Suite 550
Sunnyvale CA 95023
Phone: (408) 730-7232
Fax: (408) 773-9054

San Francisco County

Private Industry Council of San Francisco
1650 Mission Street, Suite 300
San Francisco CA 94103
Phone: (415) 5431-8700
Fax: (415) 431-8702

San Mateo County

NOVA Private Industry Council
505 W. Olive, Suite 550
Sunnyvale CA 95023
Phone: (408) 663-1049
Fax: (408) 773-9054

Santa Cruz County

Monterey County Private Industry Council
730 La Guardia Street
Salinas CA 93905
Phone: (831) 796-3312
Fax: (831) 755-3246

Siskiyou County

Private Industry Council of Butte County
2185 Baldwin Avenue
Oroville CA 95966
Phone: (530) 343-6210
Fax: (530) 343-6105

Stanislaus County

Stanislaus Co. Dept. of Education & Training
251 East Hackett Road C2
Modesto CA 95353
Phone: (209) 558-2107
Fax: (209) 558-2164

Trinity County

Private Industry Council of Butte County
2185 Baldwin Avenue
Oroville CA 95966
Phone: (530) 343-6210
Fax: (530) 343-6105

Ventura County

Co. of Ventura Workforce Development Division
505 Poli Street
Ventura CA 93001
Phone: (805) 652-7892
Fax: (805) 652-7842

Riverside County

Riverside Co. Workforce Development
1151 Spruce Street
Riverside CA 92502
Phone: (909) 955-1029
Fax: (909) 955-3131

San Bernardino County

Co. of San Bernardino Jobs & Empl. Svcs.
851 S. Mount Vernon Ave, Suite 22
Colton CA 92324
Phone: (909) 872-1574
Fax: (909) 873-1578

San Joaquin County

S. Joaquin County PIC/Empl. & Econ. Dev. Dept.
850 N. Hunter Street
Stockton CA 95202
Phone: (209) 468-3600
Fax: (209) 462-9063

Santa Barbara County

Santa Barbara County Job Training Network
1147 Huasna Road
Arroyo Grande CA 93420
Phone: (805) 882-3676
Fax: (805) 739-8651

Shasta County

Shasta County Private Industry Council
1220 Sacramento Street
Redding CA 96001
Phone: (530) 245-1584
Fax: (530) 245-1596

Solano County

North Bay Employment Connection
1700 Second Street, Suite 378
Napa CA 94559
Phone: (707) 259-8679
Fax: (707) 259-8681

Sutter County

North Central Counties Consortium
1215 Plumas Street, Suite 1800
Yuba City CA 95991
Phone: (530) 343-6210
Fax: (530) 343-6105

Tulare County

Tulare County Private Industry Council
2374 West Whitendale
Visalia CA 93277
Phone: (559) 737-4246
Fax: (559) 737-4252

Yolo County

Sacramento Employment & Training Agency
1122 Del Paso Blvd.
Sacramento CA 95818
Phone: (916) 263-3858
Fax: (916) 263-8427

INTRODUCTION

The information presented in this Occupational Outlook Report (OOR) was collected and analyzed through a function of a partnership between state and local agencies. Staff of Merced County Private Industry Training Department (PITD), with assistance from the California State Employment Development Department (EDD), Labor Market Information Division (LMID) prepared this material. The purpose of this OOR is to provide information for labor market decisions, including personnel management, career counseling and selection, and vocational training program planning. Questions regarding the information in this report should be directed to the labor market analyst at Merced County Private Industry Training Department at (209) 385-7324 extension 2042.

Information in the Occupational Summaries portion of this report, unless otherwise noted, applies specifically to Merced County. The data contained in this report was collected from July 2001 through December 2001. Local users of occupational information selected the occupations presented for study. These users include program administrators, vocational planners and counselors, employers and others.

Following are descriptions of each section of the Occupational Summaries:

OCCUPATION

Occupations are listed alphabetically by their Occupational Employment Statistic (OES) or Dictionary of Occupational Titles (DOT) titles. The titles and definitions are based on the OES dictionary published by the Bureau of Labor Statistics, May 1992, and the DOT, published by the U.S. Department of Labor, Employment and Training Administration, Fourth Edition, Revised in 1991. The occupations were selected for survey based on the needs of local users of occupational information.

WAGES AND BENEFITS

The wage data enable comparisons of salary ranges across occupations. The data are not intended to represent official prevailing wages. The ranges are based solely on employer surveys and contacts with unions. Wages included in this report are those paid by employers participating in the survey for employees at three levels of experience. The report does not include extreme wages. Wage data were collected during the time period stated above, and reflect the following definitions:

New to firm, no experience:	Wages paid to persons trained but without paid experience in the occupation.
New to firm, experienced:	Wages paid to journey-level or experienced persons just starting at the firm.
3+ years with firm:	Wages generally paid to persons with more than three years journey-level experience at firm.

Although wages are shown to nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

Benefits are shown as the percentage of employers offering each benefit to full-time employees.

EMPLOYER REQUIREMENTS

This section presents the amount and kinds of work experience, training, and education required by surveyed employers. Also included are skills, licenses and computer software skills.

EMPLOYMENT TRENDS

The terms presented in this section of the summary refer to the relative difficulty employers experience in locating qualified applicants for entry or experience positions in the occupation. The terms used in describing the local supply/demand situation found in the area are defined as:

INTRODUCTION (continued)

Very Difficult	-	Demand is considerably greater than supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists. Qualified applicants encounter no competition in their job search.
Moderately Difficult	-	Demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times. Qualified applicants encounter little competition in their job search.
Not Difficult	-	Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants.

When reference is made to “all, almost all, most, many, some, or few” of the survey respondents, the following guidelines apply:

All employers	-	100% of responding employers
Almost all employers	-	80% up to but not including 100% of responding employers
Most employers	-	60% up to but not including 80% of responding employers
Many employers	-	40% up to but not including 60% of responding employers
Some employers	-	20% up to but not including 40% of responding employers
Few employers	-	less than 20%

The size of the occupation is included in this section. The terms used to describe the size of a particular occupation refers to its estimated number of workers in the occupation. Occupational size in Merced County is measured using the following scale:

Small	-	employment less than 74
Medium	-	employment of 74 up to but not including 148
Large	-	employment of 148 up to but not including 321
Very Large	-	employment of 321 or more

One of the several standard terms to describe the expected growth rate for the outlook period are as follows:

Much faster than average	-	29.4% or more job growth from 1997 to 2004
Faster than average	-	21.6% up to but not including 29.4% job growth from 1997 to 2004
Average	-	17.6% up to but not including 21.6% job growth from 1997 to 2004
Slower than average	-	2.0% up to but not including 17.6% job growth from 1997 to 2004
Remain stable	-	-2.0% up to but not including 2.0% job growth from 1997 to 2004
Slow decline	-	less than -2.0% job growth

INTRODUCTION (continued)

The information in this report can be used by a variety of organizations and individuals for many different purposes. Some possible uses are listed below.

Career Decisions

Career counselors and job seekers can make informed occupational choices based on skills, abilities, interests, education, and personal needs. The localized information is easy to read and includes employer requirements and preferences, wages, labor demand, and sources of employment and training.

Program Planning

This report provides local planners and administrators with employment, and training, as well as occupational size and expected growth rates. Program planners can use this data to evaluate, improve, and eliminate programs, or to plan new programs.

Curriculum Design

Training providers can assess and update their curriculum based on current employer needs and projected trends, as indicated in this report.

Economic Development

Local government agencies and economic development organizations will find information on the labor pool, such as occupational size, expected growth rates, and wages, useful in determining the potential for business growth and development in our labor market area.

Program Marketing

Training providers can effectively market their programs by informing students, employers, and others that the chances for job placement are much greater because their training programs are developed using reliable local occupational data.

Human Resource Management

Small business owners and large corporate human resource directors alike can use this report to help determine competitive wages and benefits, improve their recruitment methods, and assess the availability of qualified workers for business relocation or expansion purposes.

This report is intended to be used as a good reference to base and support these and many other decisions. To maximize the use of this information, please contact the labor market information unit at (209) 385-7324 extension 2042.

PROGRAM METHODS

OCCUPATION SELECTION

The following process was used to select the occupations to be included in this program. Initially, criteria were identified by the Merced County Private Industry Training Department staff to narrow down the list of occupations to be surveyed. The criteria were:

- ❖ The occupation has a substantial employment base in the county;
- ❖ There is a substantial number of projected job openings in the county

To prepare the list, occupational forecast tables prepared by the California Employment Development Department (EDD) were reviewed. These tables provided past, present and future employment by occupation and projected growth rates for occupations in Merced County. Using these tables, occupations that showed a strong projected growth rate and/or have a substantial employment base and are expected to have a substantial need for replacement employees were selected.

A preliminary list of occupations was developed. This list was reviewed by vocational program operators, educational institutions, labor representatives, economic development organizations, members of the Private Industry Council, employers, and Labor Market Information Division (LMID). With input from these organizations, occupations were dropped and others added until a final list of occupations to be studied was selected. Each occupation was then clearly defined to ensure that the information collected pertained to the appropriate occupation.

TITLE & DEFINITION of OCCUPATIONS

An occupation has a name or title and a definition of a job that identifies the various activities and functions of a worker. In other words, occupations represent what workers do. The method for classifying jobs used in this Program is the Occupational Employment Statistics (OES) classification system developed by the U.S. Department of Labor's, Bureau of Labor Statistics (BLS), or the Dictionary of Occupational Titles (DOT) developed by the U.S. Department of Labor's, Employment and Training Administration. BLS uses the OES classification system nationwide to study staffing patterns within industries. The DOT is used nationwide to properly match jobs with workers.

SURVEY SAMPLE SELECTION

After the occupations were selected and defined, an employer sample was developed for each occupation. One consideration in drawing up the employer sample was to identify the industry classification.

An industry is a title for a group of firms that produce similar goods and services. An industry title represents the economic activity in which a firm is engaged. Industries are classified by the Standard Industrial Classification (SIC) Manual. There are nine major industry groups; some examples are agriculture, construction, manufacturing, and retail trade, which contain almost nine hundred detailed industry categories. Every firm in the state is classified in one or more of these detailed industry categories, according to the products or services they render.

LMID staff, using detailed databases of employers and occupational staffing within industries, chose a representative sample of employers for each of the occupations. A medical records technician would generally work for a firm classified in the health services category, whereas a general office clerk may be scattered across several industries – health services, retail trade, manufacturing, etc. This was considered for each occupation when establishing the sample of employers that would receive questionnaires. This sample was carefully reviewed by PITD staff and as appropriate employers were added and deleted to obtain a sample of 40 employers.

SURVEY PROCEDURES

PITD used the following survey procedures:

- ❖ Staff began by attempting to obtain the phone numbers for each employer on the finalized list of employers proposed for study. Some employers were eliminated from the list at this time because they were no longer in business or a local address or phone number could not be verified without extraordinary efforts.
- ❖ Employers were then called to verify company name and address, verify the existence of the occupation at the company, obtain the name of a contact person, describe the study, and encourage participation. Employers were eliminated from the list at this point if they did not employ in that occupation.
- ❖ Employers willing to participate in the survey were encouraged to complete the questionnaire during the initial contact by phone. They were read the questionnaire over the phone. If that was not a convenient time, employers willing to complete the questionnaire were called back at a time they designated, or sent a survey by mail or fax, or a personal visit was made.
- ❖ Employers not responding after ten working days of mailing a questionnaire were again contacted by phone to encourage them to return the questionnaire and again given the opportunity to complete the questionnaire by telephone.
- ❖ All surveys were reviewed by the PITD Coordinator to ensure accuracy and completeness. Employers were contacted if the answer(s) was unclear or conflicted with other answers or information obtained about the occupation.
- ❖ If a sufficient number of responses could not be obtained in a reasonable time with the finalized list of up to 40 employers, additional employers were added to the list based on knowledge of local firms, the firms listed in the Yellow Pages, or the firms listed with the Chamber of Commerce.
- ❖ In addition to contacting employers, the PITD staff contacted labor unions, employment agencies, training providers, etc. to learn about a specific occupation.

TABULATION AND RESULTS

The survey responses were entered into a database and tabulations were produced. From those tabulations the data were analyzed and the final occupational summaries were prepared by an experienced PITD staff. Each occupational summary provides information on training and hiring requirements, size of the occupation, employment trends, supply/demand assessment, wages and fringe benefits and other information. Specific employer information is and will remain confidential.

OCCUPATIONAL SUMMARIES

❖ Wage information for 1999 and 2000 occupational summaries reflect the then current minimum wage of \$5.75 per hour.

❖ Wage information for 2001 occupational summaries reflect the then current minimum wage of \$6.25 per hour.

❖ Beginning January 1, 2002 minimum wage is \$6.75 per hour.

ACCOUNTANTS & AUDITORS

OES Code: 211140

Surveyed: 2001

15 Firms Responded - 39 Employees - 5 New Hires

DESCRIPTION

Accountants and Auditors examine, analyze, and interpret accounting records for the purpose of giving advice or preparing statements and installing or advising on systems of recording costs or other financial and budgetary data.

Related DOT Titles

Title	DOT Code
Accountant, Tax	160.162-010
Accountant	160.162-018
Auditor	160.167-054
Cost Accountant	160.167-018

EMPLOYMENT TRENDS

Supply & Demand

Employer demand is somewhat greater than the supply of experienced or inexperienced applicants. Employers may have some difficulty finding qualified applicants at times. Qualified applicants encounter little competition in their job search. It should be noted that almost all employers do not hire the inexperienced applicant. Most employment opportunities are generated through growth; many are from turnover. The top three most successful recruitment methods for employers are newspaper ads, walk-in applicants, and employee referrals.

Projections (EDD/LMID Projection of Employment)

Size of Occupation: Large

Growth Rate: Slower than average

Job Growth	12.5%	Forecast
Openings	20	1997 160
Separations	20	2004 180

Almost all employers report stability in occupational employment over the previous 12 months; some report growth. Over the next 24 months, most employers expect stability in occupational employment; some expect growth; and few expect a decline.

Where the Jobs Are

SIC Industry

833	Accounting, Auditing, & Bookkeeping
903	Local Government, Ex Hospital/Education
275	Commercial Printing
833	Job Training and Related Services

Gender

Most employees are female; some are male.

EMPLOYER REQUIREMENTS

Job Skills

Technical

Problem solving skills
Verbal presentation skills
Ability to use accounting software
Certified Public Accountant (CPA)
Government accounting skills
Estate planning skills

Business math skills
Ability to write effectively
Tax accounting skills
Ability to conduct an audit
Cost accounting skills
Financial planning skills

Personal

Ability to work independently
Customer service skills

Ability to work under pressure
Willingness to work with close supervision

Basic

Oral communication skills
Ability to write legibly

Ability to read and follow instructions

EMPLOYER REQUIREMENTS (continued)

Work Experience	Yes	No	Not Required But preferred	Education: Minimum Requirement
Work experience required (Ave. of 21 months)	Almost all	Few	Few	High school graduate or equivalent..... Some AA Degree Some BA Degree Many
Other occupational experience accepted	Some	Almost all	NA	
Other experience: (Ave. 18 months): Cost Accounting, Business Management				Computer Software Almost all employers seek applicants with spreadsheet skills; most seek word processing skills; many seek database skills; and few seek desktop publishing skills.
Training	Yes	No	Not Required But preferred	
Training acceptable in lieu of experience (Ave. 22 months)	Some	Most	NA	
Technical or Vocational Training required	Some	Many	Many	
Type of training: (Ave. 11 months): Accounting, record keeping, any business training				

BENEFITS & WAGES**Hourly Wages**

	Low	High	Median
New Hire, No Exp.	\$24.50	\$24.50	\$24.50
New Hire, W/Exp.	\$8.00	\$23.97	\$15.34
3+ Years W/Firm	\$10.50	\$31.16	\$19.56

Other compensation: Some employers pay yearly bonuses of \$100 to \$5,250.

Almost all of the positions are full-time, with employees working 40 hours/week. Few are part-time, with employees working 10 to 25 hours/week. Few are temporary positions, with employees working 40 hours/week. All employers have a day shift.

Benefits—Full-time employees

<u>Paid by:</u>	Employer	Shared	Employee
Vacation	Most	Few	Few
Sick Leave	Most	Few	Few
Retirement Plan	Many	Few	Few
Medical Insurance	Many	Some	Few
Dental Insurance	Few	Some	Few
Vision Insurance	Some	Some	Few
Life Insurance	Some	Few	Few
Child Care	Few	Few	Few

OTHER

Many employers provide promotional opportunities into occupations such as CPA, Supervisor, CFO, Accounting Manager, Controller, or Office Manager.

ASSESSMENT CODES

Specific Vocational Preparation (SVP): 8
Over 4 years up to and including 10 years)

General Education Development (GED)

Reasoning Development 5
Mathematical Development 5
Language Development..... 5

G-Intelligence 2
V-Verbal aptitude 2
N-Numerical Aptitude 2
S-Spatial Aptitude 4
P-Form Perception 4
Q-Clerical Perception 2

Aptitudes:

K-Motor Coordination 4
F-Finger Dexterity 4
M-Manual Dexterity 4
E-Eye/Hand/Foot Coordination 5
C-Color Discrimination 5

GOE Code: 11.06.01

California Occupational Guide #1

ALL = 100% OF RESPONDING EMPLOYERS. **ALMOST ALL** = 80% - <100% OF RESPONDING EMPLOYERS. **MOST** = 60% - <80% OF RESPONDING EMPLOYERS
MANY = 40% - <60% OF RESPONDING EMPLOYERS. **SOME** = 20% - <40% OF RESPONDING EMPLOYERS. **FEW** = LESS THAN 20% OF RESPONDING EMPLOYERS

AUTOMOTIVE BODY & RELATED REPAIRERS

OES Code: 853050

Surveyed: 2000

15 Firms Responded - 100 Employees - 22 New Hires

DESCRIPTION

Automotive Body and Related Repairers repair, repaint, and refinish automotive vehicle bodies, straighten vehicle frames, and replace damaged vehicle glass.

Related DOT Titles	
Title	DOT Code
Automobile Body Repairer	807.381-010
Frame Repairer	807.381-018
Paint Sprayer, Sandblaster	845.381-018

EMPLOYMENT TRENDS

Supply & Demand

Employer demand is somewhat greater than supply of experienced and inexperienced applicants, although almost all employers do not hire the inexperienced applicant. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search. Many employment opportunities are generated through growth; many are from turnover also. The top three most successful recruitment methods for employers are walk-in applicants, employee referrals, and newspaper ads.

Projections (EDD/LMID Projection of Employment)

Size of Occupation: Medium

Growth Rate: Average

		Forecast	
Job Growth	20.0%		
Openings	30	1997	150
Separations	40	2004	180

Most employers report growth in occupational employment over the last 12 months; and many report stability. Over the next 2 years, most employers expect growth at their firm; many expect stability.

Where the Jobs Are

SIC Industry

753 Automotive Repair Shops

Gender

Almost all employees are male; few are female.

EMPLOYER REQUIREMENTS

Job Skills

Technical

Ability to operate power hand tools
Ability to install vehicle glass
Masking skills

Ability to apply various painting techniques and skills
Welding skills
Skilled in working with fiberglass

Physical

Ability to tolerate dust and paint fumes
Ability to lift at least 70 lbs. repeatedly

Possession of good color perception

Personal

Ability to work independently
Ability to provide own hand tools

Willingness to work with close supervision

Basic

Ability to read and follow instructions
Ability to write legibly

Oral communication skills
Basic math skills

EMPLOYER REQUIREMENTS (continued)

Work Experience	Yes	No	Not Required But preferred	Education: Minimum Requirement
Work experience required (average of 30 months)	Almost all	Few	Few	Less than high school..... Few High school graduate or equivalent..... Almost all
Other occupational experience accepted	Few	Almost all	NA	
Other experience: (36 average months): Auto Mechanic				Computer Software Few employer seek applicants with word processing and database skills.

Training	Yes	No	Not Required But preferred
Training acceptable in lieu of experience	Many	Many	NA
Technical or Vocational Training required	Some	Most	Few
Type of training: (14 average months): Auto Body Repair, Technical Training			

BENEFITS & WAGES**Hourly Wages**

	Low	High	Median
New Hire, No Exp.	\$5.75	\$7.00	\$5.75
New Hire, W/Exp.	\$6.00	\$17.00	\$10.00
3+ Years W/Firm	\$8.50	\$18.00	\$14.00

Almost all positions are full-time, with employees working 40 hours/week. Few positions are part-time, with employees working 10 to 30 hours/week. Employers only have a day shift for employees.

Benefits—Full-time employees

	<u>Paid by:</u>	Employer	Shared	Employee
Vacation		Most	Few	Few
Sick Leave		Many	Few	Few
Retirement Plan		Some	Few	Few
Medical Insurance		Most	Few	Few
Dental Insurance		Some	Few	Some
Vision Insurance		Some	Few	Some
Life Insurance		Some	Few	Few
Child Care		Few	Few	Few

OTHER

Many employers provide promotional opportunities into occupations such as Journey person, Supervisor, or Assistant Manager.

ASSESSMENT CODES

Specific Vocational Preparation (SVP): 7
(Over 2 years up to and including 4 years)

General Education Development (GED)

Reasoning Development 3
Mathematical Development 3
Language Development..... 3

G-Intelligence 3
V-Verbal aptitude 4
N-Numerical Aptitude 4
S-Spatial Aptitude 3
P-Form Perception 3
Q-Clerical Perception 4

Aptitudes:

K-Motor Coordination3
F-Finger Dexterity3
M-Manual Dexterity3
E-Eye/Hand/Foot Coordination5
C-Color Discrimination4

AUTOMOTIVE MECHANICS

OES Code: 853020

Surveyed: 2000

16 Firms Responded - 124 Employees - 32 New Hires

DESCRIPTION

Automotive Mechanics adjust, repair, and overhaul automotive vehicles. They may be designated according to specialties, such as Brake Repairers, Transmission Mechanics, or Front-end Mechanics. Please do not include Auto Body Repairers, Bus and Truck mechanics, Diesel Engine Specialists, and Electrical Systems Specialists.

Related DOT Titles

Title	DOT Code
Automobile Mechanic	620.261-010
Air Conditioning Mechanic	620.281-010
Brake Repairer	620.281-026
Transmission Mechanic	620.281-062

EMPLOYMENT TRENDS

Supply & Demand

Employer demand is somewhat greater than the supply of experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search. Most employment opportunities are generated through turnover; some are from growth. The top three most successful recruitment methods for employers are newspaper ads, employee referrals, and walk-in applicants.

Projections (EDD/LMID Projection of Employment)

Size of Occupation: Large

Growth Rate: Slower than average

Job Growth	10.3%	Forecast	
Openings	30	1997	290
Separations	60	2004	320

Most employers report stability in occupational employment over the previous 12 months; some report growth. Over the next 24 months, most employers expect stability at their firm; some expect growth; and few expect a decline in employment.

Where the Jobs Are

SIC Industry

551	New & Used Car Dealers
553	Auto & Home Supply Stores
753	Automotive Repair Shops

Gender

Almost all employees are male; few are female.

EMPLOYER REQUIREMENTS

Job Skills

Technical

Ability to implement safe work practices
Ability to tune up engines
Ability to repair fuel injection systems
Ability to repair vehicle air conditioners
Ability to repair emission controls
Certified in air conditioning maintenance and repair
Front end alignments skills
Certified as a Smog Control Mechanic
Gas welding skills

Ability to repair brakes
Possession of a valid driver's license
Ability to repair vehicle heaters
Ability to operate electronic auto diagnostic equipment
Certified in Automotive Service Excellence (ASE)
Ability to repair carburetors
Possession of a Brake Check Certificate
Arc welding skills

Personal

Possession of a valid driver's license
Ability to work with close supervision

Ability to work independently

Basic

Ability to read and follow instructions
Ability to write legibly

Oral communication skills
Basic math skills

EMPLOYER REQUIREMENTS (continued)

Work Experience	Yes	No	Not Required But preferred
Work experience required (average of 22 months)	Most	Some	Few
Other occupational experience accepted	Many	Many	NA
Other experience: (18 average months): Auto Body Repairer, or Farm Machinery Mechanic			

Education: Minimum Requirement

Less than high school Many
High school graduate or equivalent..... Many

Computer Software

Few employers seek applicants with word processing software skills. Many employers seek applicants with experience on TIS2000, Windows 98, or Honda system software skills.

Training	Yes	No	Not Required But preferred
Training acceptable in lieu of experience	Most	Some	NA
Technical or Vocational Training required	Few	Most	Few
Type of training: (8 average months): Mechanic courses, or engine/air conditioning training			

BENEFITS & WAGES**Hourly Wages**

	Low	High	Median
New Hire, No Exp.	\$5.75	\$10.00	\$6.00
New Hire, W/Exp.	\$5.75	\$18.00	\$8.00
3+ Years W/Firm	\$6.00	\$20.00	\$11.00

Almost all positions are full-time, with employees working 40 hours/week. Few are part-time, with employees working 20 to 32 hours/week. All employers have a day shift and few have a swing shift.

Benefits—Full-time employees

	Paid by:	Employer	Shared	Employee
Vacation		Many	Few	Some
Sick Leave		Many	Few	Some
Retirement Plan		Many	Few	Some
Medical Insurance		Most	Few	Few
Dental Insurance		Many	Few	Some
Vision Insurance		Some	Few	Some
Life Insurance		Some	Few	Some
Child Care		Few	Few	Some

OTHER

Most employers provide promotional opportunities into occupations such as Lead Mechanic, Management, Service Advisor, or Assistant Manager.

ASSESSMENT CODES**Specific Vocational Preparation (SVP): 7**

(Over 2 years up to and including 4 years)

General Education Development (GED)

Reasoning Development 4

Mathematical Development 3

Language Development..... 3

G-Intelligence..... 3

V-Verbal aptitude 3

N-Numerical Aptitude 4

S-Spatial Aptitude 2

P-Form Perception 3

Q-Clerical Perception 4

Aptitudes:

K-Motor Coordination.....3

F-Finger Dexterity3

M-Manual Dexterity2

E-Eye/Hand/Foot Coordination4

C-Color Discrimination4

BAKERS - BREAD & PASTRY

OES Code: 650210

Surveyed: 1999

15 Firms Responded - 90 Employees - 21 New Hires

DESCRIPTION

Bread and Pastry Bakers mix and bake ingredients according to recipes to produce breads, pastries, and other baked goods. They produce goods in smaller quantities for consumption on premises or for sale as a specialty baked goods.

Related DOT Titles

Title	DOT Code
Baker, Second	313.361-010
Pie Maker	313.361-038
Baker	313.381-010
Cook, Pastry	313.381-026

EMPLOYMENT TRENDS

Supply & Demand

Employer demand is somewhat greater than supply of experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job seeking. Most of the positions filled over the last 12 months were from promotions, turnover, or temporary positions; few were from growth. The three most successful recruitment methods for employers are walk-in applicants, employees' referrals, and newspaper ads.

Projections (EDD/LMID Projection of Employment)

Size of Occupation: Average

Growth Rate: Much faster than average

Job Growth	30.8%	Forecast
Openings	40	1997 130
Separations	30	2004 170

Almost all employers report the same occupational size as last year; some report growth. Over the next 24 months, many employers expect employment at their firm to remain stable, many also expect growth.

Where the Jobs Are

SIC	Industry
531	Department Stores
541	Grocery Stores
546	Retail Bakeries

Gender

Many employees are male; many are female.

EMPLOYER REQUIREMENTS

Job Skills

Technical

Ability to perform basic mathematical computations	Knowledge of pastry making
Pastry decorating skills	Knowledge of baking equipment

Physical

Ability to stand for prolonged periods	Ability to lift at least 25 lbs.
Pass pre-employment medical examination	

Personal

Ability to work under pressure	Willingness to work with close supervision
--------------------------------	--

Basic

Ability to read and follow instructions	Oral communication skills
Ability to write legibly	

EMPLOYER REQUIREMENTS (continued)

Work Experience	Yes	No	Not Required But preferred
Work experience required (Ave. of 12 months)	Some	Many	Some
Other occupational experience accepted	Few	All	NA
Other experience: NA			

Education: Minimum Requirement

Less than high school Many
 High school graduate or equivalent..... Most

Training	Yes	No	Not Required But preferred
Training acceptable in lieu of experience	Some	Most	NA
Technical or Vocational Training required	Few	All	Few
Type of acceptable training: No response from employers.			

BENEFITS & WAGES

Hourly Wages

	Low	High	Median
New Hire, No Exp.	\$5.75	\$9.00	\$6.07
New Hire, W/Exp.	\$5.75	\$12.00	\$6.95
3+ Years W/Firm	\$5.75	\$15.00	\$8.00

Most of the positions are full-time, with employees working 40 hours/week. Some positions are part-time, with employees working 20 to 35 hours/week. Almost all employers have a day shift, most have a swing shift, few have a graveyard shift, and some have varied shifts.

Benefits:

	Full-time	Part-time
Vacation	Most	Many
Sick Leave	Many	Some
Retirement Plan	Some	Some
Medical Insurance	Many	Many
Dental Insurance	Many	Some
Vision Insurance	Many	Some
Life Insurance	Many	Some
Child Care	Few	Few

OTHER

Most employers provide promotional opportunities into occupations such as Supervisor, Assistant Manager, Bakery Manager, or Cook.

ASSESSMENT CODES

Specific Vocational Preparation (SVP): 6
 (Over 1 year up to and including 2 years)

General Education Development (GED)

Reasoning Development 3
 Mathematical Development 2
 Language Development..... 2

G-Intelligence 3
V-Verbal aptitude 4
N-Numerical Aptitude 4
S-Spatial Aptitude 3
P-Form Perception 3
Q-Clerical Perception 4

Aptitudes:

K-Motor Coordination3
F-Finger Dexterity4
M-Manual Dexterity3
E-Eye/Hand/Foot Coordination5
C-Color Discrimination4

GOE Code: 05.10.08

California Occupational Guide #330

ALL = 100% OF RESPONDING EMPLOYERS. **ALMOST ALL** = 80% - <100% OF RESPONDING EMPLOYERS. **MOST** = 60% - <80% OF RESPONDING EMPLOYERS
MANY = 40% - <60% OF RESPONDING EMPLOYERS. **SOME** = 20% - <40% OF RESPONDING EMPLOYERS. **FEW** = LESS THAN 20% OF RESPONDING EMPLOYERS

BILLING, COST, & RATE CLERKS

OES Code: 553440

Surveyed: 1999

18 Firms Responded - 71 Employees - 24 New Hires

DESCRIPTION

Billing, Cost and Rate Clerks compile data, compute fees and charges, and prepare invoices for billing purposes. Their duties also include computing costs and calculating rates for goods, services, and shipment of goods; posting data and keeping other relevant records. Their work may involve the use of typing, adding, calculating, and bookkeeping machines. Please do not include workers whose primary duty is operation of special office machines such as billing, posting, and calculating machines. Also, do not include workers who calculate charges for passenger transportation.

Related DOT Titles

Title	DOT Code
Payroll Clerk	215.482-010
Billing Clerk	214.362-042
Billing-Control Clerk	214.387-010
Documentation-Billing Clerk	214.362-014

EMPLOYMENT TRENDS

Supply & Demand

Employer demand is somewhat greater than the supply of experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job seeking. Almost all of the positions filled over the last 12 months were from turnover/separations; few were from promotion, growth, or temporary positions. The three most successful recruitment methods for employers are newspaper ads, other, and walk-in applicants.

Projections (EDD/LMID Projection of Employment)

Size of Occupation: Medium

Growth Rate: Slower than average

Job Growth	11.1%	Forecast
Openings	10	1997 90
Separations	10	2004 100

Almost all employers report the same occupational size as last year; few report a decline or growth. Over the next 2 years, most employers expect employment at their firm to remain stable; some expect growth.

Where the Jobs Are

SIC Industry

201	Meat Products
203	Preserved Fruits & Vegetables
515	Farm-Product Raw Materials
551	New & Used Car Dealers
736	Personnel Supply Services
801	Offices & Clinics of Medical Doctors
804	Offices of Other Health Practitioners
806	Hospitals

Gender

Most employees are female; some are male.

EMPLOYER REQUIREMENTS

Job Skills

Technical

Ability to follow billing procedures

Record keeping skills

Ability to write effectively

Ability to operate a 10-key adding machine by touch

Ability to type at least 45 wpm

Alphabetic and numeric filing skills

Telephone answering skills

Bookkeeping skills

Data entry skills

Statistical typing skills

Physical

Ability to stand continuously for 2 or more hours

Personal

Ability to work independently

Willingness to work with close supervision

Basic

Ability to read and follow instructions

Ability to write legibly

Oral communication skills

Basic math skills

EMPLOYER REQUIREMENTS (continued)

Work Experience	Yes	No	Not Required But preferred	Education: Minimum Requirement
Work experience required (average of 12 months)	Some	Most	NA	Less than high school Few
Other occupational experience accepted	Few	Almost all	Few	High school graduate or equivalent..... Most
Other exp.: (Ave. of 12 months) Accounting, Clerical positions, Medical Billing, Insurance Billing, Computer experience, Customer Service				AA Degree Few
				BA Degree Few

Training	Yes	No	Not Required But preferred
Training acceptable in lieu of experience	Some	Most	NA
Technical or Vocational Training required	Few	Almost all	Few
Type of acceptable training: (Ave. 8 months) Accounting, computer training, business/billing courses.			

BENEFITS & WAGES

Hourly Wages

	Low	High	Median
New Hire, No Exp.	\$5.75	\$8.00	\$7.00
New Hire, W/Exp.	\$5.75	\$8.35	\$7.00
3+ Years W/Firm	\$6.25	\$12.00	\$9.00

Almost all of the positions are full-time, with employees working 40 hours/week. Few positions are part-time, with employees working 20 to 30 hours/week. Few positions are temporary, with employees working 40 hours/week. All of the positions were day shift.

Benefits:

	Full-time	Part-time
Vacation	Almost all	Few
Sick Leave	Most	Few
Retirement Plan	Most	Few
Medical Insurance	Most	Few
Dental Insurance	Most	Few
Vision Insurance	Some	Few
Life Insurance	Some	Few
Child Care	Few	Few

OTHER

Many employers provide promotional opportunities into occupations such as Office Manager, Senior Account Clerk, Management, or Medical Records Technician.

ASSESSMENT CODES

Specific Vocational Preparation (SVP): 4
(Over 3 months up to and including 6 months)

General Education Development (GED)

Reasoning Development 4
Mathematical Development 3
Language Development..... 3

G-Intelligence 3
V-Verbal aptitude 3
N-Numerical Aptitude 3
S-Spatial Aptitude 4
P-Form Perception 4
Q-Clerical Perception 2

Aptitudes:

K-Motor Coordination 2
F-Finger Dexterity 3
M-Manual Dexterity 4
E-Eye/Hand/Foot Coordination 5
C-Color Discrimination 4

GOE Code: 07.02.04

California Occupational Guide #NA

ALL = 100% OF RESPONDING EMPLOYERS. ALMOST ALL = 80% - <100% OF RESPONDING EMPLOYERS. MOST = 60% - <80% OF RESPONDING EMPLOYERS
MANY = 40% - <60% OF RESPONDING EMPLOYERS. SOME = 20% - <40% OF RESPONDING EMPLOYERS. FEW = LESS THAN 20% OF RESPONDING EMPLOYERS

BOOKKEEPING, ACCOUNTING, & AUDITING CLERKS, INCLUDING BOOKKEEPERS

OES Code: 553380

Surveyed: 2000

19 Firms Responded - 81 Employees - 29 New Hires

DESCRIPTION

Bookkeeping, Accounting, and Auditing Clerks, including Bookkeepers, compute, classify, and record numerical data to keep sets of financial records complete. They perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. They may also check the accuracy of figures, calculations, and posting pertaining to business transactions recorded by other workers. Please do not include individuals whose primary duty is operating special office machines.

Related DOT Titles

Title	DOT Code
Audit Clerk	210.382-010
Bookkeeper	210.382-014
Collection Clerk	216.362-014
Accounting Clerk	216.482-010

EMPLOYMENT TRENDS

Supply & Demand

Employer demand is somewhat greater than the supply of experienced applicants. Employers may have some difficulty finding experienced applicants at times and applicants may find little competition in their job search. For inexperienced applicants, the supply is considerably greater than demand, creating a very competitive job market for applicants. Almost all employment opportunities are generated through turnover; few are from growth. The top three most successful recruitment methods for employers are newspaper ads, employee referrals, and the Employment Development Department.

Projections (EDD/LMID Projection of Employment)

Size of Occupation: Very large

Growth Rate: Slower than average

Job Growth	7.4%	Forecast	
Openings	60	1997	810
Separations	100	2004	870

Almost all employers report stability in occupational employment over the last 12 months; and few report growth. Over the next 2 years, most employers expect stability at their firm; some expect growth.

Gender

Almost all employees are female; few are male.

Where the Jobs Are

SIC Industry

152	Residential Building Construction
551	New & Used Car Dealers
801	Offices & Clinics of Medical Doctors
821	Elementary & Secondary Schools
903	Local Government, Except Hosp. & Ed.

EMPLOYER REQUIREMENTS

Job Skills

Technical

Accounting skills
Ability to operate 10-key adding machine by touch
Ability to write effectively
Payroll processing skills
Ability to use database software
Ability to conduct an audit

Bookkeeping skills
Telephone answering skills
Ability to use spreadsheet software
Ability to use word processing software
Bondable

Personal

Ability to pay attention to detail
Ability to work independently
Public contact skills

Ability to perform routine, repetitive work
Willingness to work with close supervision

Basic

Ability to read and follow instructions
Ability to write legibly

Oral communication skills
Basic math skills

BOOKKEEPING, ACCOUNTING, & AUDITING CLERKS, INCLUDING BOOKKEEPERS

OES Code: 553380

19 Firms Responded - 81 Employees - 29 New Hires

Surveyed: 2000

EMPLOYER REQUIREMENTS (continued)

Work Experience	Yes	No	Not Required But preferred
Work experience required (Ave. of 26 months)	Almost all	Few	Few
Other occupational experience accepted	Some	Most	NA
Other experience: (Ave. 17 months): Secretary/Receptionist, Management, Recordkeeping			

Education: Minimum Requirement

Less than high school..... Few
High school graduate or equivalent..... Almost all
AA Degree Few

Computer Software

Most employers seek applicants with word processing skills; many seek spreadsheet skills; and few seek database skills. Few employers also seek applicants with Quick Book or Expedition software skills.

Training	Yes	No	Not Required But preferred
Training acceptable in lieu of experience	Many	Many	NA
Technical or Vocational Training required	Some	Most	Few
Type of training: (Ave. 19 months): Bookkeeping/Computers, Accounting courses.			

BENEFITS & WAGES

Hourly Wages

	Low	High	Median
New Hire, No Exp.	\$7.00	\$7.00	\$7.00
New Hire, W/Exp.	\$6.50	\$12.50	\$8.50
3+ Years W/Firm	\$8.00	\$17.50	\$12.00

Almost all positions are full-time, with employees working 40 hours/week. Few are part-time, with employees working 16 to 35 hours/week. All employers have a day shift; few have a swing or graveyard shift.

Benefits—Full-time employees

	Paid by:	Employer	Shared	Employee
Vacation		Almost all	Few	Few
Sick Leave		Most	Few	Few
Retirement Plan		Most	Few	Few
Medical Insurance		Almost all	Few	Few
Dental Insurance		Most	Few	Few
Vision Insurance		Many	Few	Few
Life Insurance		Some	Few	Few
Child Care		Few	Few	Few

OTHER

Most employers provide promotional opportunities into occupations such as Office Manager, Accountant, Account Technician, or a Management position.

ASSESSMENT CODES

Specific Vocational Preparation (SVP): 6
(Over 1 year up to and including 2 years)

General Education Development (GED)

Reasoning Development 4
Mathematical Development 4
Language Development..... 3

G-Intelligence..... 3
V-Verbal aptitude 3
N-Numerical Aptitude 2
S-Spatial Aptitude 4
P-Form Perception 3
Q-Clerical Perception 2

Aptitudes:

K-Motor Coordination.....3
F-Finger Dexterity3
M-Manual Dexterity3
E-Eye/Hand/Foot Coordination5
C-Color Discrimination5

GOE Code: 07.02.01

California Occupational Guide #26

ALL = 100% OF RESPONDING EMPLOYERS. ALMOST ALL = 80% - <100% OF RESPONDING EMPLOYERS. MOST = 60% - <80% OF RESPONDING EMPLOYERS
MANY = 40% - <60% OF RESPONDING EMPLOYERS. SOME = 20% - <40% OF RESPONDING EMPLOYERS. FEW = LESS THAN 20% OF RESPONDING EMPLOYERS

BUS & TRUCK MECHANICS & DIESEL ENGINE SPECIALISTS OES Code: 853110

Surveyed: 2001

16 Firms Responded - 86 Employees - 15 New Hires

DESCRIPTION

Bus and Truck Mechanics and Diesel Engine Specialists repair and maintain the operating condition of trucks, buses, and all types of diesel engines. Please include mechanics working primarily with automobile diesel engines.

Related DOT Titles

Title	DOT Code
Maintenance Mechanic	620.281-046
Mechanic, Industrial Truck	620.281-050
Tractor Mechanic	620.281-058
Diesel Mechanic	625.281-010

EMPLOYMENT TRENDS

Supply & Demand

Employer demand is somewhat greater than the supply of experienced applicants. Employers may have some difficulty finding qualified applicants at times. Qualified applicants encounter little competition in their job search. Few employers hire the inexperienced. For those employers that hire the inexperienced, demand is considerably greater than supply of applicants. Many employment opportunities are generated through growth; many are from turnover. The top three most successful recruitment methods are newspaper ads, walk-in applicants, and employee referrals.

Projections (EDD/LMID Projection of Employment)

Size of Occupation: Medium

Growth Rate: Faster than average

Job Growth	23.1%	Forecast	
Openings	30	1997	130
Separations	20	2004	160

Most employers report stability in occupational employment over the previous 12 months; some report growth; and few report a decline. Over the next 2 years, most employers expect occupational employment to remain stable; some expect growth; and few expect a decline.

Where the Jobs Are

SIC Industry

327	Concrete, Gypsum, & Plaster Products
421	Trucking & Courier Services, Ex Air
751	Automotive Rentals, No Drivers
821	Elementary & Secondary Schools

Gender

All employees are male.

EMPLOYER REQUIREMENTS

Job Skills

Technical

Ability to repair diesel engines
Ability to use electronic diagnostic equipment
Knowledge of basic auto mechanics
Public contact skills
Knowledge of hydraulics
Ability to use a computer terminal

Ability to use hand tools
Knowledge of electric testing equipment
Shop math skills
Provide own hand tools
Ability to use cutting and welding machinery

Physical

Ability to lift at least 75 lbs.

Personal

Ability to work independently
Willingness to work with close supervision
Possess valid Class A driver's license

Possess good DMB driving record
Possess valid Class B driver's license

Basic

Oral communication skills

Ability to write legibly

OES Code: 853110 BUS & TRUCK MECHANICS & DIESEL ENGINE SPECIALISTS

16 Firms Responded - 86 Employees - 15 New Hires

Surveyed: 2001

EMPLOYER REQUIREMENTS (continued)

Work Experience	Yes	No	Not Required	Education: Minimum Requirement
Work experience required (Ave. of 21 months)	Almost all	Few	Few	Less than high school..... Some
Other occupational experience accepted	Some	Most	NA	High school graduate or equivalent..... Many
Other exp.: (Ave. 18 months): Mechanic, Electronics				AA Degree Few
				Computer Software
				Some employers seek applicants with word processing skills. Few employers seek applicants with spreadsheet or database skills.

Training	Yes	No	Not Required But preferred
Training acceptable in lieu of experience (Ave. 13 months)	Many	Many	NA
Technical or Vocational Training required	Many	Many	Few
Type of training: (Ave. 16 months): Mechanic, Electronics			

BENEFITS & WAGES

Hourly Wages - Union

	Low	High	Median
New Hire, No Exp.	NA	NA	NA
New Hire, W/Exp.	\$12.18	\$15.00	\$14.00
3+ Years W/Firm	\$14.23	\$18.00	\$15.00

Hourly Wages - NonUnion

	Low	High	Median
New Hire, No Exp.	\$8.00	\$8.00	\$8.00
New Hire, W/Exp.	\$7.00	\$15.00	\$10.00
3+ Years W/Firm	\$12.00	\$18.00	\$15.00

Other Compensation: Few employers pay yearly bonuses of \$300.

All of the positions are full-time, with employees working 40 to 50 hours/week. Almost all employers have a day shift. Few employers have a swing shift or graveyard shift. Few also have a split shift.

Benefits—Full-time employees

	Paid by:	Employer	Shared	Employee
Vacation		Most	Some	Few
Sick Leave		Many	Few	Few
Retirement Plan		Some	Few	Few
Medical Insurance		Many	Many	Few
Dental Insurance		Some	Some	Few
Vision Insurance		Some	Some	Few
Life Insurance		Few	Some	Few
Child Care		Few	Few	Few

OTHER

Many employers provide promotional opportunities into occupations such as Foreman, Lead Mechanic, Manager, Service Manager, or Director of Transportation.

ASSESSMENT CODES

Specific Vocational Preparation (SVP): 7

(Over 2 years up to and including 4 years)

General Education Development (GED)

Reasoning Development 4

Mathematical Development 3

Language Development..... 2

G-Intelligence..... 3

V-Verbal aptitude 3

N-Numerical Aptitude 3

S-Spatial Aptitude 3

P-Form Perception 3

Q-Clerical Perception 4

Aptitudes:

K-Motor Coordination.....3

F-Finger Dexterity3

M-Manual Dexterity2

E-Eye/Hand/Foot Coordination4

C-Color Discrimination4

GOE Code: 05.05.09

California Occupational Guide #251

ALL = 100% OF RESPONDING EMPLOYERS. ALMOST ALL = 80% - <100% OF RESPONDING EMPLOYERS. MOST = 60% - <80% OF RESPONDING EMPLOYERS
MANY = 40% - <60% OF RESPONDING EMPLOYERS. SOME = 20% - <40% OF RESPONDING EMPLOYERS. FEW = LESS THAN 20% OF RESPONDING EMPLOYERS

BUTCHERS & MEAT CUTTERS

OES Code: 650230

Surveyed: 2001

10 Firms Responded - 60 Employees - 10 New Hires

DESCRIPTION

Butchers and Meat Cutters cut, trim, and prepare carcasses and consumer-sized portions of meat for sale or for use in food service establishments. Please do not include butchers working in slaughtering.

Related DOT Titles

Title	DOT Code
Butcher, Meat	316.681-010
Meat Cutter	316.684-018
Meat Cutter Apprentice	316.684-022

EMPLOYMENT TRENDS

Supply & Demand

Employer demand is somewhat greater than the supply of experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times. Qualified applicants encounter little competition in their job search. Many employment opportunities are generated through turnover; many from promotions; and few from growth. The top three most successful recruitment methods are walk-in applicants, employee referrals, and in-house promotions or transfers.

Projections (EDD/LMID Projection of Employment)

Size of Occupation: Medium

Growth Rate: Average

Job Growth	18.2%	Forecast	
Openings	20	1997	110
Separations	20	2004	130

Almost all employers report stability in occupational employment over the last 12 months; few report growth. Over the next 2 years, many employers expect occupational employment to grow; many expect stability; and few expect a decline.

Where the Jobs Are

SIC Industry

541 Grocery Stores

Gender

Almost all employees are male; few are female.

EMPLOYER REQUIREMENTS

Job Skills

Technical

Manual dexterity

Inspection skills

Ability to perform basic mathematical computations

Cash handling skills

Good eye-hand coordination

Good color perception

Public contact skills

Ability to use a computer terminal

Physical

Ability to lift at least 60 lbs.

Ability to stand for prolonged periods

Personal

Ability to work independently

Willingness to work with close supervision

Provide own hand tools

Basic

Oral communication skills

Ability to write legibly

Ability to read and follow instructions

EMPLOYER REQUIREMENTS (continued)

Work Experience	Yes	No	Not Required But preferred
Work experience required (Ave. of 10 months)	Most	Some	Few
Other occupational experience accepted	Few	All	NA
Other exp.: (Ave. 0 months): Employers do not accept experience in other occupations.			

Education: Minimum Requirement

Less than high school.....Many
High school graduate or equivalent.....Most

Computer Software

Few employers seek applicants with word processing skills. Few employers seek applicants with desktop publishing skills.

Training	Yes	No	Not Required But preferred
Training acceptable in lieu of experience (Ave. 10 months)	Some	Most	
Technical or Vocational Training required	Some	Almost all	Few
Type of acceptable training: (Ave. 6 months): Butcher, Meat Cutter			

BENEFITS & WAGES**Hourly Wages - Union**

	Low	High	Median
New Hire, No Exp.	NA	NA	NA
New Hire, W/Exp.	\$7.20	\$8.00	\$8.00
3+ Years W/Firm	\$16.00	\$17.20	\$17.00

Hourly Wages - NonUnion

	Low	High	Median
New Hire, No Exp.	\$6.25	\$7.00	\$6.50
New Hire, W/Exp.	\$6.25	\$10.00	\$7.50
3+ Years W/Firm	\$8.75	\$15.00	\$12.00

Almost all of the positions are full-time, with employees working 40 to 50 hours/week. Few of the positions are part-time, with employees working 25 to 30 hours/week. Almost all employers have a day shift; some have a swing shift; and few have a graveyard shift.

Benefits—Full-time employees

	<u>Paid by:</u>	Employer	Shared	Employee
Vacation	Most	Few	Few	
Sick Leave	Many	Few	Few	
Retirement Plan	Most	Few	Few	
Medical Insurance	Most	Some	Few	
Dental Insurance	Many	Some	Few	
Vision Insurance	Many	Some	Few	
Life Insurance	Many	Some	Few	
Child Care	Few	Few	Few	

OTHER

Almost all employers provide promotional opportunities into occupations such as Supervisor, Manager, Store Manager, Butcher Manager, or Department Manager.

ASSESSMENT CODES

Specific Vocational Preparation (SVP): 6
(Over 1 year up to and including 2 years)

General Education Development (GED)

Reasoning Development 3
Mathematical Development 2
Language Development..... 2

G-Intelligence..... 3
V-Verbal aptitude 4
N-Numerical Aptitude 4
S-Spatial Aptitude 3
P-Form Perception 3
Q-Clerical Perception 4

Aptitudes:

K-Motor Coordination.....3
F-Finger Dexterity3
M-Manual Dexterity2
E-Eye/Hand/Foot Coordination5
C-Color Discrimination4

CARPENTERS

OES Code: 871020

Surveyed: 2001

9 Firms Responded - 103 Employees - 44 New Hires

DESCRIPTION

Carpenters perform the carpentry duties necessary to make or repair wooden structures, structural members, and fixtures and equipment using carpentry tools and woodworking machines. Please do not include Cabinetmakers and Bench Carpenters.

Related DOT Titles

Title	DOT Code
Carpenter, Maintenance	860.281-010
Carpenter	860.381-022
Carpenter Apprentice	860.381-026
House Repairer	869.381-010

EMPLOYMENT TRENDS

Supply & Demand

Employer demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times. Qualified applicants encounter little competition in their job search. For inexperienced applicants, employer demand is greater than supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists. Almost all employment opportunities are generated through turnover; few are from promotions; and few are from growth. The top three most successful recruitment methods are newspaper ads, word of mouth, and walk-in applicants.

Projections (EDD/LMID Projection of Employment)

Size of Occupation: Large

Growth Rate: Faster than average

Job Growth	26.7%	Forecast	
Openings	40	1997	150
Separations	20	2004	190

Most employers report stability in occupational employment over the last 12 months; some report growth; and few report a decline. Over the next 2 years, most employers expect employment at their firm; some expect stability.

Where the Jobs Are

SIC Industry

152	Residential Building Construction
287	Agricultural Chemicals

Gender

All employees are male.

EMPLOYER REQUIREMENTS

Job Skills

Technical

Rough carpentry skills
Shop math skills
Ability to use drafting tools

Finish carpentry skills
Ability to read blueprints
Drywall installation and repair skills

Physical

Ability to perform strenuous physical work
Possession of agility and coordination

Ability to climb high places
Ability to lift at least 50 lbs. repeatedly

Personal

Ability to work independently
Possession of a reliable vehicle
Ability to provide own hand tools

Possession of a good DMV driving record
Willingness to work with close supervision

Basic

Ability to read and follow instructions
Ability to write legibly

Oral communication skills

EMPLOYER REQUIREMENTS (continued)

Work Experience	Yes	No	Not Required But preferred
Work experience required (Ave. 18 months)	Most	Few	Some
Other occupational experience accepted	Few	Almost all	NA
Other exp.: (Ave. 12 months) Drywaller, Plumber			

Education: Minimum Requirement

Less than high school.....Most
High school graduate or equivalent.....Some

Computer Software

Few employers seek applicants with spreadsheet skills. Few employers seek applicants with Microsoft Project skills.

Training	Yes	No	Not Required But preferred
Training acceptable in lieu of experience (Ave. 10 months)	Many	Most	NA
Technical or Vocational Training required	Few	Most	Some
Type of acceptable training: (Ave. 9 months): Apprenticeship training, carpentry			

BENEFITS & WAGES**Hourly Wages**

	Low	High	Median
New Hire, No Exp.	\$7.00	\$19.00	\$8.00
New Hire, W/Exp.	\$8.00	\$19.00	\$12.00
3+ Years W/Firm	\$10.00	\$24.00	\$16.00

Other compensation: Few employers pay monthly bonuses of \$100 to \$500. Few employers pay yearly bonuses of \$100 to \$500.

All of the positions are full-time, with employees working 40 hours/week. All employers have a day shift.

Benefits—Full-time employees

<u>Paid by:</u>	Employer	Shared	Employee
Vacation	Some	Few	Few
Sick Leave	Few	Few	Few
Retirement Plan	Some	Few	Few
Medical Insurance	Few	Some	Few
Dental Insurance	Few	Some	Few
Vision Insurance	Few	Few	Few
Life Insurance	Few	Few	Few
Child Care	Few	Few	Few

OTHER

Almost all employers provide promotional opportunities into occupations such as Foreman, Production Manager, Mid-Level Management, Project Manager, Superintendent, Lead Carpenter, or Estimator.

ASSESSMENT CODES

Specific Vocational Preparation (SVP): 7
(Over 2 years up to and including 4 years)

General Education Development (GED)

Reasoning Development 4
Mathematical Development 3
Language Development..... 3

G-Intelligence..... 3
V-Verbal aptitude 3
N-Numerical Aptitude 3
S-Spatial Aptitude 3
P-Form Perception 3
Q-Clerical Perception 4

Aptitudes:

K-Motor Coordination.....3
F-Finger Dexterity3
M-Manual Dexterity3
E-Eye/Hand/Foot Coordination4
C-Color Discrimination4

GOE Code: 05.05.02

California Occupational Guide #169

ALL = 100% OF RESPONDING EMPLOYERS. **ALMOST ALL** = 80% - <100% OF RESPONDING EMPLOYERS. **MOST** = 60% - <80% OF RESPONDING EMPLOYERS
MANY = 40% - <60% OF RESPONDING EMPLOYERS. **SOME** = 20% - <40% OF RESPONDING EMPLOYERS. **FEW** = LESS THAN 20% OF RESPONDING EMPLOYERS

CASHIERS

OES Code: 490230

Surveyed: 2001

24 Firms Responded - 521 Employees - 147 New Hires

DESCRIPTION

Cashiers receive and disburse cash payments, handle credit transactions, make change, issue receipts, and balance the tender drawer in a variety of establishments. Their work usually involves the use of adding machines, cash registers, and change makers.

Title	Related DOT Titles	
	DOT Code	
Cashier	211.362-010	

EMPLOYMENT TRENDS

Supply & Demand

Employer demand is somewhat greater than the supply of experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times. Qualified applicants encounter little competition in their job search. Many employment opportunities are generated through turnover; few are from growth, promotions, or temporary positions. The top three most successful recruitment methods are walk-in applicants, newspaper ads, and word of mouth.

Projections (EDD/LMID Projection of Employment)

Size of Occupation: Very Large
Growth Rate: Faster than average

		Forecast	
		1997	1,500
Job Growth	27.3%		
Openings	410		
Separations	590	2004	1,910

Most employers report stability in occupational employment over the previous 12 months; some report growth. Over the next 2 years, many employers expect growth in occupational employment; many expect to remain stable; and few expect a decline.

Where the Jobs Are

SIC Industry

531	Department Stores
541	Grocery Stores
554	Gasoline Service Stations
581	Eating & Drinking Places
591	Drug Stores & Proprietary Stores

Gender

Some employees are male; most are female.

EMPLOYER REQUIREMENTS

Job Skills

Technical

Cash handling skills
Ability to follow check cashing procedures
Grocery checking skills

Ability to operate a cash register
Record keeping skills
Bondable

Physical

Ability to stand continuously for 2 or more hours

Personal

Public contact skills
Ability to work under pressure

Ability to work independently
Willingness to work with close supervision

Basic

Oral communication skills
Ability to write legibly

Ability to read and follow instructions
Basic math skills

EMPLOYER REQUIREMENTS (continued)

Work Experience	Yes	No	Not Required But preferred
Work experience required (Ave. 8 months)	Few	Many	Some
Other occupational experience accepted	Many	Many	NA
Other exp.: (Ave. 9 months) : Salesperson/Electronics, any job with auto experience, any previous employment.			

Education: Minimum Requirement

Less than high school..... Many
High school graduate or equivalent..... Many

Computer Software

Many employers seek applicants with word
processing skills, few employers seek database or
desktop publishing skills.

Training	Yes	No	Not Required But preferred
Training acceptable in lieu of experience (Ave. 5 months)	Most	Many	NA
Technical or Vocational Training required	Few	All	Few
Type of training: (Ave. 0 months): No responses from employers.			

BENEFITS & WAGES**Hourly Wages**

	Low	High	Median
New Hire, No Exp.	\$6.25	\$7.20	\$6.25
New Hire, W/Exp.	\$6.25	\$9.00	\$6.25
3+ Years W/Firm	\$6.25	\$11.50	\$7.75

Other Compensation: Few employers pay yearly bonuses of \$100 to
\$1,000.

Many positions are full-time, with employees working 35
to 40 hours/week. Many are part-time, with employees
working 10 to 30 hours/week. Few positions are
seasonal, with employees working 20 hours/week. All
employers have a day shift; most have a swing shift; and
some have a graveyard shift.

Benefits—Full-time employees

	<u>Paid by:</u>	Employer	Shared	Employee
Vacation		Many	Some	Few
Sick Leave		Some	Some	Few
Retirement Plan		Some	Some	Few
Medical Insurance		Few	Some	Some
Dental Insurance		Few	Some	Few
Vision Insurance		Few	Some	Few
Life Insurance		Few	Some	Few
Child Care		Few	Few	Few

OTHER

Most employers provide promotional opportunities into
occupations such as Manager, Key Person, Front End
Manager, Supervisor, Assistant Manager, or Shift
Leader.

ASSESSMENT CODES

Specific Vocational Preparation (SVP): 5
(Over 6 months up to and including 1 year)

General Education Development (GED)

Reasoning Development 4
Mathematical Development 3
Language Development..... 3

G-Intelligence 3
V-Verbal aptitude 3
N-Numerical Aptitude 3
S-Spatial Aptitude 4
P-Form Perception 3
Q-Clerical Perception 2

Aptitudes:

K-Motor Coordination3
F-Finger Dexterity3
M-Manual Dexterity3
E-Eye/Hand/Foot Coordination5
C-Color Discrimination5

GOE Code: 07.03.01

California Occupational Guide #31

ALL = 100% OF RESPONDING EMPLOYERS. **ALMOST ALL** = 80% - <100% OF RESPONDING EMPLOYERS. **MOST** = 60% - <80% OF RESPONDING EMPLOYERS
MANY = 40% - <60% OF RESPONDING EMPLOYERS. **SOME** = 20% - <40% OF RESPONDING EMPLOYERS. **FEW** = LESS THAN 20% OF RESPONDING EMPLOYERS

CHILD CARE WORKERS

OES Code: 680380

Surveyed: 2001

12 Firms Responded - 132 Employees - 27 New Hires

DESCRIPTION

Child Care Workers attend children at school, businesses, and institutions performing a variety of tasks, such as dressing, feeding, bathing, and overseeing play. Please do not include workers whose primary function is to teach in a structured setting.

Related DOT Titles

Title	DOT Code
Child-Care Attendant, School	355.674-010
Nursery School Attendant	359.677-018
Playroom Attendant	359.677-026

EMPLOYMENT TRENDS

Supply & Demand

Employer demand is somewhat greater than the supply of experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times. Qualified applicants encounter little competition in their job search. Many employment opportunities are generated through turnover; many are from temporary positions; few are from promotions or growth. The top three most successful recruitment methods for employers are word of mouth, walk-in applicants, and in-house promotions or transfers.

Projections (EDD/LMID Projection of Employment)

Size of Occupation: Medium

Growth Rate: Faster than average

Job Growth	23.1%	Forecast	
Openings	30	1997	130
Separations	10	2004	160

Most employers report stability in occupational employment over the last 12 months; some report growth. Over the next 24 months, many employers expect stability in occupational employment; many expect growth.

Gender

Few employees are male; almost all are female.

Where the Jobs Are

SIC Industry

821 Elementary & Secondary Schools
836 Residential Care

EMPLOYER REQUIREMENTS

Job Skills

Technical

Patience with children	Ability to handle crisis situations
Ability to administer emergency first aid	Public contact skills
Knowledge of early childhood development	Oral reading skills
Ability to perform basic mathematical computations	Multi-cultural familiarity
Musical skills	Ability to use a computer terminal
Possess an Early Childhood Development Certificate	
Completion of a minimum of 6 units in Early Childhood Education	

Physical

Ability to lift at least 40 lbs.	Ability to stand for prolonged periods
----------------------------------	--

Personal

Possess a clean police record	Ability to work independently
Willingness to work with close supervision	Ability to work under pressure

Basic

Oral communication skills	Ability to read and follow instructions
Ability to write effectively	Ability to write legibly

EMPLOYER REQUIREMENTS (continued)

Work Experience	Yes	No	Not Required But preferred
Work experience required (average 7 months)	Many	Many	Few
Other occupational experience accepted	Few	Almost all	NA
Other exp.: (Ave. 12 months) : Nursing			

Education: Minimum Requirement

Less than high school..... Few
 High school graduate or equivalent..... Many
 AA Degree Many

Computer Software

All employers do not seek applicants with software skills.

Training	Yes	No	Not Required But preferred
Training acceptable in lieu of experience (Ave. 7 months)	Many	Many	NA
Technical or Vocational Training required	Few	All	Few
Type of training: (Ave. 0 months) : No response from employers.			

BENEFITS & WAGES**Hourly Wages**

	Low	High	Median
New Hire, No Exp.	\$6.25	\$7.00	\$6.50
New Hire, W/Exp.	\$6.25	\$8.77	\$7.00
3+ Years W/Firm	\$6.25	\$16.92	\$7.63

Other Compensation: Few employers pay yearly bonuses of \$100 to \$200.

Some of the positions are full-time, with employees working 36 to 50 hours/week. Few are part-time, with employees working 20 to 35 hours/week. Many positions are seasonal, with employees working 25 to 40 hours/week. All employers have a day shift.

Benefits—Full-time employees

	<u>Paid by:</u>	Employer	Shared	Employee
Vacation		Few	Few	Few
Sick Leave		Few	Few	Few
Retirement Plan		Few	Few	Few
Medical Insurance		Few	Some	Some
Dental Insurance		Few	Some	Few
Vision Insurance		Few	Few	Few
Life Insurance		Few	Few	Few
Child Care		Few	Few	Few

OTHER

Many employers provide promotional opportunities into occupations such as Teacher, Assistant Director, Director, or Supervisor.

ASSESSMENT CODES**Specific Vocational Preparation (SVP): 2**

(Anything beyond short demo up to and including 30 days)

General Education Development (GED)

Reasoning Development 3

Mathematical Development 1

Language Development..... 2

G-Intelligence..... 4

V-Verbal aptitude 4

N-Numerical Aptitude 4

S-Spatial Aptitude 4

P-Form Perception 4

Q-Clerical Perception 4

Aptitudes:

K-Motor Coordination.....4

F-Finger Dexterity4

M-Manual Dexterity4

E-Eye/Hand/Foot Coordination4

C-Color Discrimination5

GOE Code: 10.03.03

California Occupational Guide #505

ALL = 100% OF RESPONDING EMPLOYERS. **ALMOST ALL** = 80% - <100% OF RESPONDING EMPLOYERS. **MOST** = 60% - <80% OF RESPONDING EMPLOYERS
MANY = 40% - <60% OF RESPONDING EMPLOYERS. **SOME** = 20% - <40% OF RESPONDING EMPLOYERS. **FEW** = LESS THAN 20% OF RESPONDING EMPLOYERS

COMBINED FOOD PREPARATION & SERVICE WORKERS

OES Code: 650410

Surveyed: 2000

19 Firms Responded - 271 Employees - 102 New Hires

DESCRIPTION

Combined Food Preparation and Service Workers do both food preparation and food service. Please do not include workers who spend more than 80 percent of their time in only one of these two areas.

Related DOT Titles	
Title	DOT Code
Fast Food Workers	311.472-010

EMPLOYMENT TRENDS

Supply & Demand

The supply of experienced and inexperienced applicants is considerably greater than demand, creating a very competitive job market for applicants. Most employment opportunities are generated through turnover; some are from growth. The top three most successful recruitment methods are newspaper ads, employees' referral, and walk-in applicants.

Projections (EDD/LMID Projection of Employment)

Size of Occupation: Very large

Growth Rate: Much faster than average

		Forecast	
Job Growth	35.0%		
Openings	410	1997	1,170
Separations	510	2004	1,580

Most employers report stability in occupational employment over the previous 12 months; and some report growth. Over the next 2 years, many employers expect growth in occupational employment; and many expect stability.

Where the Jobs Are

SIC Industry

581 Eating & Drinking Places

Gender

Many employees are male; many are female.

EMPLOYER REQUIREMENTS

Job Skills

Technical

Ability to make change
Food preparation skills
Fry cooking skills

Ability to operate a cash register
Short-order cooking skills

Physical

Ability to stand continuously for 2 or more hours
Ability to lift at least 30 lbs. repeatedly

Ability to work rapidly
Ability to pass a pre-employment medical examination

Personal

Ability to work independently
Public contact skills

Willingness to work with close supervision

Basic

Ability to follow oral instructions
Oral communication skills
Basic math skills

Ability to read and follow instructions
Ability to write legibly

EMPLOYER REQUIREMENTS (continued)

Work Experience	Yes	No	Not Required But preferred
Work experience required (average of 9 months)	Some	Many	Some
Other occupational experience accepted	Almost all	Some	NA
Other experience: (Ave. 8 months): Fast Food Cook, Restaurant experience.			

Education: Minimum Requirement

Less than high school..... Some

High school graduate or equivalent..... Most

Computer SoftwareComputer software experience is not required by
employers.

Training	Yes	No	Not Required But preferred
Training acceptable in lieu of experience	Most	Many	NA
Technical or Vocational Training required	Few	All	Few
Type of training: (Ave. 6 months): No response by employers.			

BENEFITS & WAGES**Hourly Wages**

	Low	High	Median
New Hire, No Exp.	\$5.75	\$7.00	\$5.75
New Hire, W/Exp.	\$5.75	\$7.50	\$6.00
3+ Years W/Firm	\$6.25	\$9.00	\$8.00

Some of the positions are full-time, with employees working 35 to 40 hours/week. Most positions are part-time, with employees working 14 to 35 hours/week. Few positions are temporary, with employees working 9 to 18 hours/week. All employers have a day shift, many have swing and night shifts.

Benefits—Full-time employees

	<u>Paid by:</u>	Employer	Shared	Employee
Vacation		Some	Few	Few
Sick Leave		Some	Few	Few
Retirement Plan		Few	Few	Few
Medical Insurance		Many	Few	Few
Dental Insurance		Some	Few	Few
Vision Insurance		Few	Few	Few
Life Insurance		Some	Few	Few
Child Care		Few	Few	Few

OTHER

Almost all employers provide promotional opportunities into occupations such as Chef, Crew Leader, Assistant Manager, Cook, Supervisor, Cashier, Shift Leader, or a management position.

ASSESSMENT CODES**Specific Vocational Preparation (SVP): 2**

(Anything beyond a short demo up to and including 30 days)

General Education Development (GED)

Reasoning Development 2

Mathematical Development 2

Language Development..... 2

G-Intelligence..... 4

V-Verbal aptitude 4

N-Numerical Aptitude 4

S-Spatial Aptitude 4

P-Form Perception 4

Q-Clerical Perception 3

Aptitudes:

K-Motor Coordination.....3

F-Finger Dexterity3

M-Manual Dexterity3

E-Eye/Hand/Foot Coordination5

C-Color Discrimination5

COMPUTER SUPPORT SPECIALISTS

OES Code: 251040

Surveyed: 2001

9 Firms Responded - 43 Employees - 13 New Hires

DESCRIPTION

Computer Support Specialists provide technical assistance and training to computer system users. Investigate and resolve computer software and hardware problems of users. Answer clients' inquiries in person and via telephone concerning the use of computer hardware and software, including printing, word processing, programming languages, electronic mail, and operating systems.

Related DOT Titles

Title	DOT Code
Network Control Operator	031.262-014
User Support Analyst	032.262-010
Technical Support Specialist	033.162-018
Microcomputer Support Specialist	039.264-010

EMPLOYMENT TRENDS

Supply & Demand

Employer demand is somewhat greater than the supply of experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times. Qualified applicants encounter little competition in their job search. Many employment opportunities are generated through promotions; many are from turnover; and few are from growth. The top three most successful recruitment methods are newspaper ads, internet, and colleges/universities or word of mouth.

Projections (EDD/LMID Projection of Employment)

Size of Occupation: Small

Growth Rate: Much faster than average

Job Growth	50.0%	Forecast	
Openings	30	1997	60
Separations	0	2004	90

Most employers report stability in occupational employment over the last 12 months; some report growth. Over the next 24 months, most employers expect stability in occupational employment; some expect growth.

Where the Jobs Are

SIC Industry

737	Computer & Data Processing Services
738	Miscellaneous Business Services
821	Elementary & Secondary Schools
903	Local Government, Except Hosp. & Educ.

Gender

Almost all employees are male; few are female.

EMPLOYER REQUIREMENTS

Job Skills

Apply advanced technical math	Apply computer networking technology
Apply computer science principles	Apply data security procedures
Apply data storage technology	Apply knowledge of mainframe computers
Apply statistical methods	Evaluate computer system user requests
Evaluate computer system user requirements	Generate data processing information
Implement computer system changes	Maintain data bases on multi-user computer systems
Monitor computer/device operations	Prepare reports
Provide technical computer programming training	Read/understand operating manuals
Select business applications for computers	Test computer application or program design
Test/troubleshoot computer programs/systems	Use computer applications flow charts
Use a keyboard	Work as a team member
Use desktop publishing, relational database, spreadsheet, and word processing software	
Resolve symbolic formulations in data processing applications	

EMPLOYER REQUIREMENTS (continued)

Work Experience	Yes	No	Not Required But preferred
Work experience required (average 18 months)	Most	Few	Some
Other occupational experience accepted	Few	Almost all	NA
Other exp. (Ave. 6 months): Computer experience			

Education: Minimum Requirement

High school graduate or equivalent..... Many
 AA Degree Some
 BA Degree Some

Computer Software

Almost all employers seek applicants with word processing, spreadsheet, and database software skills. Some employers seek desktop publishing software skills. Employers also seek applicants with Microsoft Office, Microsoft NT, and Microsoft PowerPoint software skills.

Training	Yes	No	Not Required But preferred
Training acceptable in lieu of experience (Ave. 12 months)	Some	Most	NA
Technical or Vocational Training required	Some	Many	Some
Type of training (Ave. 11 months): A+ Certification, Microsoft Certification			

BENEFITS & WAGES

Hourly Wages - Union

	Low	High	Median
New Hire, No Exp.	NA	NA	NA
New Hire, W/Exp.	\$12.00	\$17.26	\$14.63
3+ Years W/Firm	\$12.00	\$21.29	\$16.65

Hourly Wages - NonUnion

	Low	High	Median
New Hire, No Exp.	\$10.00	\$14.00	\$12.00
New Hire, W/Exp.	\$6.25	\$23.61	\$14.38
3+ Years W/Firm	\$12.00	\$31.25	\$20.00

Other Compensation: Few employers pay yearly bonuses of \$1,500.

All of the positions are full-time, with employees working 40 to 50 hours/week. Almost all employers have a day shift. Few employers have a swing shift or graveyard shift. Few also have a split shift.

Benefits—Full-time employees

	Paid by:	Employer	Shared	Employee
Vacation		Most	Some	Few
Sick Leave		Most	Some	Few
Retirement Plan		Many	Few	Few
Medical Insurance		Many	Many	Few
Dental Insurance		Many	Many	Few
Vision Insurance		Many	Many	Few
Life Insurance		Many	Many	Few
Child Care		Few	Few	Few

OTHER

Many employers provide promotional opportunities into occupations such as Network System Support Analyst II, Supervisor, Network Engineer, IS Manager, or Network Administrator.

ASSESSMENT CODES

Specific Vocational Preparation (SVP): 7

(Over 2 years up to and including 4 years)

General Education Development (GED)

Reasoning Development 4

Mathematical Development 3

Language Development..... 4

G-Intelligence..... 2

V-Verbal aptitude 3

N-Numerical Aptitude 3

S-Spatial Aptitude 3

P-Form Perception 3

Q-Clerical Perception 3

Aptitudes:

K-Motor Coordination.....2

F-Finger Dexterity3

M-Manual Dexterity3

E-Eye/Hand/Foot Coordination5

C-Color Discrimination4

GOE Code: 05.05.05

California Occupational Guide #NA

ALL = 100% OF RESPONDING EMPLOYERS. ALMOST ALL = 80% - <100% OF RESPONDING EMPLOYERS. MOST = 60% - <80% OF RESPONDING EMPLOYERS
 MANY = 40% - <60% OF RESPONDING EMPLOYERS. SOME = 20% - <40% OF RESPONDING EMPLOYERS. FEW = LESS THAN 20% OF RESPONDING EMPLOYERS

COOKS - RESTAURANT

OES Code: 650260

Surveyed: 2001

16 Firms Responded - 153 Employees - 39 New Hires

DESCRIPTION

Restaurant Cooks prepare, season, and cook soups, meats, vegetables, desserts, and other foodstuffs in restaurants. They may order supplies, keep records and accounts, price items on a menu, or plan the menu.

Related DOT Titles	
Title	DOT Code
Cook	313.361-014
Cook apprentice	313.361-018
Cook, Specialty, Foreign Food	313.361-030

EMPLOYMENT TRENDS

Supply & Demand

Employer demand is somewhat greater than the supply of experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times. Qualified applicants encounter little competition in their job search. Most employment opportunities are generated through turnover; some from temporary positions, and few from promotions or growth. The top three most successful recruitment methods are walk-in applicants, newspaper ads, and word of mouth.

Where the Jobs Are

SIC Industry
581 Eating & Drinking Places

Projections (EDD/LMID Projection of Employment)

Size of Occupation: Very large

Growth Rate: Much faster than average

Job Growth	38.5%	Forecast	
Openings	150	1997	390
Separations	90	2004	540

Almost all employers report stability in occupational employment over the last 12 months; few report growth or a decline. Over the next 2 years, most employers expect occupational employment to remain stable; some expect growth.

Gender

Most employees are male; some are female.

EMPLOYER REQUIREMENTS

Job Skills

Technical

Knowledge of menu planning
Knowledge of food baking
Sauce making skills
Knowledge of food buying

Knowledge of meat carving
Knowledge of pastry making
Skilled in cooking ethnic foods
Ability to plan and organize the work of others

Physical

Ability to stand for prolonged periods
Pass a pre-employment medical examination

Ability to lift 30 lbs.

Personal

Ability to work independently
Willingness to work with close supervision

Ability to work under pressure

Basic

Oral communication skills
Ability to write effectively

Ability to read and follow instructions

EMPLOYER REQUIREMENTS (continued)

Work Experience	Yes	No	Not Required But preferred
Work experience required (average 10 months)	Some	Many	Few
Other occupational experience accepted	Few	Almost all	NA
Other exp.: (Ave. 6 months) : Waiter or Waitress			

Education: Minimum Requirement

Less than high school..... Almost all
High school graduate or equivalent..... Few

Computer Software

Computer software experience is not required by employers.

Training	Yes	No	Not Required But preferred
Training acceptable in lieu of experience (Ave. 4 months)	Most	Some	NA
Technical or Vocational Training required	Few	All	Few
Type of acceptable training: (Ave. 0 months) No response from employers for type of training.			

BENEFITS & WAGES**Hourly Wages**

	Low	High	Median
New Hire, No Exp.	\$6.25	\$7.00	\$6.25
New Hire, W/Exp.	\$6.25	\$9.00	\$7.00
3+ Years W/Firm	\$6.25	\$11.50	\$8.50

Other Compensation: Few employers pay yearly bonuses of \$300 to employees with the firm after 3 years.

Many of the positions are full-time, with employees working 35 to 40 hours/week. Some of the positions are part-time, with employees working 20 to 30 hours/week. Almost all employers have a day shift, most have a swing shift, and few have a graveyard shift.

Benefits—Full-time employees

<u>Paid by:</u>	Employer	Shared	Employee
Vacation	Some	Few	Few
Sick Leave	Some	Few	Few
Retirement Plan	Few	Few	Few
Medical Insurance	Few	Few	Few
Dental Insurance	Few	Few	Few
Vision Insurance	Few	Few	Few
Life Insurance	Few	Few	Few
Child Care	Few	Few	Few

OTHER

Most employers provide promotional opportunity into occupations such as Assistant Manager, Manager, Kitchen Manager, or Crew Leaders.

ASSESSMENT CODES**Specific Vocational Preparation (SVP): 7**

(Over 2 years up to and including 4 years)

General Education Development (GED)

Reasoning Development 3

Mathematical Development 3

Language Development..... 3

G-Intelligence..... 3

V-Verbal aptitude 3

N-Numerical Aptitude 3

S-Spatial Aptitude 4

P-Form Perception 3

Q-Clerical Perception 3

Aptitudes:

K-Motor Coordination.....3

F-Finger Dexterity3

M-Manual Dexterity3

E-Eye/Hand/Foot Coordination5

C-Color Discrimination4

COOKS - SHORT ORDER

OES Code: 650350

Surveyed: 2000

17 Firms Responded - 173 Employees - 43 New Hires

DESCRIPTION

Short Order Cooks prepare and cook to order a variety of foods that require only a short preparation time. They may take orders from customers and serve patrons at counter or tables. Please do not include cooks in fast foods establishments.

Related DOT Titles	
Title	DOT Code
Short Order Cook	313.671.010

EMPLOYMENT TRENDS

Supply & Demand

Employer demand is somewhat greater than the supply of experienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search. For inexperienced applicants, supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants. Most employment opportunities are generated through turnover; some are from growth; and few are from promotions. The top three most successful recruitment methods for employers are newspaper ads, employee referrals, and walk-in applicant or in-house promotions or transfers.

Projections (EDD/LMID Projection of Employment)

Size of Occupation: Small

Growth Rate: Average

		Forecast	
Job Growth	20.0%		
Openings	10	1997	50
Separations	10	2004	60

Most employers report stability in occupational employment over the last 12 months; some report growth. Over the next 2 years, many employers expect growth at their firms; many expect stability.

Gender

Many employees are male; many are female.

Where the Jobs Are

SIC Industry

581 Eating and Drinking Places

EMPLOYER REQUIREMENTS

Job Skills

Technical

Food preparation skills

Ability to operate a cash register

Fry cooking skills

Physical

Ability to stand continuously for 2 or more hours

Ability to pass a pre-employment medical examination

Ability to lift at least 30 lbs. repeatedly

Personal

Ability to work under pressure

Willingness to work with close supervision

Ability to work independently

Public contact skills

Basic

Ability to follow oral instructions

Oral communication skills

Basic math skills

Ability to read and follow instructions

Ability to write legibly

EMPLOYER REQUIREMENTS (continued)

Work Experience	Yes	No	Not Required But preferred
Work experience required (Ave. 11 months)	Many	Some	Many
Other occupational experience accepted	Most	Some	NA
Other experience: (Ave. 8 months): Food Prep. Worker, Fast Food Cook, Restaurant Work.			

Education: Minimum Requirement

Less than high school..... Many
 High school graduate or equivalent..... Some
 AA Degree..... Few

Computer Software

Computer software experience is not required by
 employers.

Training	Yes	No	Not Required But preferred
Training acceptable in lieu of experience	Many	Many	NA
Technical or Vocational Training required	Few	Almost all	Few
Type of training: (Ave. 7 months): Cooking courses			

BENEFITS & WAGES**Hourly Wages**

	Low	High	Median
New Hire, No Exp.	\$5.75	\$8.00	\$6.00
New Hire, W/Exp.	\$5.75	\$9.00	\$7.00
3+ Years W/Firm	\$7.00	\$12.50	\$9.00

Many of the positions are full-time, with employees
 working 40 hours/week. Many positions are part-time,
 with employees working 15 to 32 hours/week. All
 employers have a day shift; many have a swing and
 graveyard shifts.

Benefits—Full-time employees

	<u>Paid by:</u>	Employer	Shared	Employee
Vacation		Many	Few	Few
Sick Leave		Some	Few	Few
Retirement Plan		Some	Few	Few
Medical Insurance		Many	Few	Few
Dental Insurance		Some	Few	Few
Vision Insurance		Some	Few	Few
Life Insurance		Few	Few	Some
Child Care		Few	Few	Few

OTHER

Most employers provide promotional opportunities into
 occupations such as Kitchen Supervisor, Lead or Head
 Cook, Shift or Department Manager, or a management
 position.

ASSESSMENT CODES

Specific Vocational Preparation (SVP): 3
 (Over 30 days up to and including 3 months)

General Education Development (GED)

Reasoning Development 3
 Mathematical Development 2
 Language Development..... 2

G-Intelligence..... 3
V-Verbal aptitude 3
N-Numerical Aptitude 4
S-Spatial Aptitude 4
P-Form Perception 3
Q-Clerical Perception 4

Aptitudes:

K-Motor Coordination.....4
F-Finger Dexterity4
M-Manual Dexterity3
E-Eye/Hand/Foot Coordination5
C-Color Discrimination4

GOE Code: 05.10.08

California Occupational Guide #366

ALL = 100% OF RESPONDING EMPLOYERS. **ALMOST ALL** = 80% - <100% OF RESPONDING EMPLOYERS. **MOST** = 60% - <80% OF RESPONDING EMPLOYERS
MANY = 40% - <60% OF RESPONDING EMPLOYERS. **SOME** = 20% - <40% OF RESPONDING EMPLOYERS. **FEW** = LESS THAN 20% OF RESPONDING EMPLOYERS

DENTAL ASSISTANTS

OES Code: 660020

Surveyed: 2000

20 Firms Responded - 49 Employees - 22 New Hires

DESCRIPTION

Dental Assistants assist the dentist at the chair by preparing patients and equipment, keeping records, and performing related duties as required.

Related DOT Titles	
Title	DOT Code
Dental Assistant	079.361-018

EMPLOYMENT TRENDS

Supply & Demand

The supply of experienced and inexperienced applicants is considerably greater than demand, creating a very competitive job market for applicants. Few employers hire the inexperienced. Almost all employment opportunities are generated through turnover; few are from growth. The top three most successful recruitment methods for employers are school program referrals, employee referrals, and in-house promotions or transfers.

Projections (EDD/LMID Projection of Employment)

Size of Occupation: Large

Growth Rate: Slower than average

		Forecast	
Job Growth	11.1%		
Openings	20	1997	180
Separations	30	2004	200

Almost all employers report stability in occupational employment over the last 12 months; few report growth or a decline. Over the next 2 years, most employers expect stability at their firm; some expect growth.

Where the Jobs Are

SIC Industry

802 Offices & Clinics of Dentists

Gender

Almost all employees are female; few are male.

EMPLOYER REQUIREMENTS

Job Skills

Technical

Knowledge of dental procedures
Telephone answering skills
Ability to write effectively
Completion of courses in biological sciences
Understanding of coronal polishing
Ability to do ultrasonic scaling

Ability to perform or assist with dental procedures
Possession of a Radiation Safety Certificate
Record keeping skills
Ability to follow billing procedures
Ability to complete and explain insurance forms
Registered Dental Assistant (RDA) Certificate

Personal

Good grooming skills
Ability to work independently

Public contact skills
Willingness to work with close supervision

Basic

Ability to follow instructions
Oral communication skills
Basic math skills

Ability to read and follow instruction
Ability to write legibly

License or Registration

Requirements for registration as a Dental Assistant are graduation from a Board-approved dental assistant program or 18 months on-the-job training as a dental assistant for a California-licensed Dentist. For information and application contact: Board of Dental Examiners, 1428 Howe Ave, Suite 58, Sacramento, CA 95825-3241; (916) 263-2595.

EMPLOYER REQUIREMENTS (continued)

Work Experience	Yes	No	Not Required But preferred	Education: Minimum Requirement
Work experience required (Ave. 16 months)	Almost all	Few	Few	High school graduate or equivalent..... Most AA Degree Many
Other occupational experience accepted	Few	Almost all	NA	Computer Software Few employers seek applicants with work processing software skills.
Other experience: (Ave. 12 months): Dental Office Front Desk experience.				

Training	Yes	No	Not Required But preferred
Training acceptable in lieu of experience	Most	Some	NA
Technical or Vocational Training required	Almost all	Some	Few
Type of training: (Ave. 8 months): Dental Assistant Program, or internship			

BENEFITS & WAGES**Hourly Wages**

	Low	High	Median
New Hire, No Exp.	\$6.50	\$8.00	\$8.00
New Hire, W/Exp.	\$6.00	\$10.00	\$8.00
3+ Years W/Firm	\$8.28	\$11.00	\$9.25

Almost all positions are full-time, with employees working 38 to 40 hours/week. Few positions are part-time or temporary, with employees working 8 to 38 hours/week. All employers have a day shift and few have a swing shift.

Benefits—Full-time employees

	<u>Paid by:</u>	Employer	Shared	Employee
Vacation		Most	Few	Some
Sick Leave		Many	Few	Some
Retirement Plan		Many	Few	Some
Medical Insurance		Many	Few	Some
Dental Insurance		Many	Few	Few
Vision Insurance		Few	Few	Some
Life Insurance		Few	Few	Some
Child Care		Few	Few	Few

OTHER

Some employers provide promotional opportunities into occupations such as Dental Hygienists (with proper training), Floor Supervisor, and Registered Dental Assistant.

ASSESSMENT CODES

Specific Vocational Preparation (SVP): 6
(Over 1 year up to and including 2 years)

General Education Development (GED)

Reasoning Development 4
Mathematical Development 3
Language Development..... 4

G-Intelligence 3
V-Verbal aptitude 3
N-Numerical Aptitude 3
S-Spatial Aptitude 4
P-Form Perception 3
Q-Clerical Perception 3

Aptitudes:

K-Motor Coordination4
F-Finger Dexterity3
M-Manual Dexterity3
E-Eye/Hand/Foot Coordination4
C-Color Discrimination4

GOE Code: 10.03.02

California Occupational Guide #27

ALL = 100% OF RESPONDING EMPLOYERS. **ALMOST ALL** = 80% - <100% OF RESPONDING EMPLOYERS. **MOST** = 60% - <80% OF RESPONDING EMPLOYERS
MANY = 40% - <60% OF RESPONDING EMPLOYERS. **SOME** = 20% - <40% OF RESPONDING EMPLOYERS. **FEW** = LESS THAN 20% OF RESPONDING EMPLOYERS

DENTAL HYGIENISTS

OES Code: 329080

Surveyed: 2000

15 Firms Responded - 37 Employees - 6 New Hires

DESCRIPTION

Dental Hygienists perform dental prophylactic treatments and instruct groups and individuals in the care of the teeth and mouth.

Related DOT Titles

Title	DOT Code
Dental Hygienists	078.361-010

EMPLOYMENT TRENDS

Supply & Demand

The supply of experienced and inexperienced applicants is considerably greater than demand, creating a competitive job market for applicants. Few employers hire the inexperienced. Many employment opportunities are generated through growth; many are from turnover. The top three most successful recruitment methods are school program referral, colleges and universities, and a tie between in-house promotions or transfers and newspaper ads.

Projections (EDD/LMID Projection of Employment)

Size of Occupation: Small

Growth Rate: Much faster than average

Job Growth	50.0%	Forecast
Openings	10	1997 20
Separations	10	2004 30

Almost all employers report stability in occupational employment over the previous 12 months; some report growth. Over the next 2 years, some employers expect growth at their firm; most expect stability.

Where the Jobs Are

SIC	Industry
802	Offices & Clinics of Dentists

Gender

Almost all employees are female; few are male.

EMPLOYER REQUIREMENTS

Job Skills

Technical

Radiation Safety Certificate
Knowledge of anesthesiology
Knowledge of dental assisting procedures
Knowledge of laboratory procedures
General clerical skills

Knowledge of good diet and nutrition
Ability to write effectively
Record keeping skills
Supervision skills
Ability to use a computer terminal

Personal

Ability to work independently
Willingness to work with close supervision

Public contact skills

Basic

Oral communication skills
Ability to write legibly

Ability to read and follow instructions
Ability to perform basic mathematical computations

Licensing or Registration

Requirement for registration as a Dental Hygienist is graduation from a Board-approved dental hygiene program. For information and application contact: Board of Dental Examiners, 1428 Howe Ave, Suite 58, Sacramento, CA 95825-3241; (916) 263-2595.

EMPLOYER REQUIREMENTS (continued)

Work Experience	Yes	No	Not Required But preferred
Work experience required (Ave. 16 months)	Almost all	Few	Few
Other occupational experience accepted	Few	All	NA
Other experience: None			

Education: Minimum Requirement

AA Degree..... Most
BA Degree..... Some

Computer Software

Most employers seek applicants with computer software skills.

Training	Yes	No	Not Required But preferred
Training acceptable in lieu of experience	Few	Almost all	NA
Technical or Vocational Training required	All	Few	Few
Type of training: (Ave. 26 months): Dental Hygiene courses and License/Certificate			

BENEFITS & WAGES**Hourly Wages**

	Low	High	Median
New Hire, No Exp.	\$31.25	\$31.50	\$31.38
New Hire, W/Exp.	\$25.00	\$32.00	\$31.25
3+ Years W/Firm	\$31.00	\$37.50	\$35.00

Some positions are full-time, with employees working 35 to 40 hours/week. Most are part-time, with employees working 16 to 24 hours/week. All employers have a day shift.

Benefits—Full-time employees

	<u>Paid by:</u>	Employer	Shared	Employee
Vacation		Some	Few	Few
Sick Leave		Some	Few	Few
Retirement Plan		Few	Few	Few
Medical Insurance		Some	Few	Few
Dental Insurance		Few	Few	Few
Vision Insurance		Few	Few	Few
Life Insurance		Few	Few	Few
Child Care		Few	Few	Few

OTHER

Employers do not promote Dental Hygienists.

ASSESSMENT CODES

Specific Vocational Preparation (SVP): 6
(Over 1 year up to and including 2 years)

General Education Development (GED)

Reasoning Development 4
Mathematical Development 3
Language Development..... 4

G-Intelligence..... 2
V-Verbal aptitude 3
N-Numerical Aptitude 3
S-Spatial Aptitude 2
P-Form Perception 3
Q-Clerical Perception 4

Aptitudes:

K-Motor Coordination.....2
F-Finger Dexterity2
M-Manual Dexterity2
E-Eye/Hand/Foot Coordination4
C-Color Discrimination4

GOE Code: 10.02.02

California Occupational Guide #155

ALL = 100% OF RESPONDING EMPLOYERS. **ALMOST ALL** = 80% - <100% OF RESPONDING EMPLOYERS. **MOST** = 60% - <80% OF RESPONDING EMPLOYERS
MANY = 40% - <60% OF RESPONDING EMPLOYERS. **SOME** = 20% - <40% OF RESPONDING EMPLOYERS. **FEW** = LESS THAN 20% OF RESPONDING EMPLOYERS

DRAFTERS

OES Code: 225140

Surveyed: 2000

7 Firms Responded - 21 Employees 9 New Hires

DESCRIPTION

Drafters prepare clear, complete, and accurate working plans and detail drawings from rough or detailed sketches or notes for engineering or manufacturing purposes according to specified dimensions. They utilize knowledge of various machines, engineering practices, mathematics, building materials, and other physical sciences to complete drawings.

Related DOT Titles

Title	DOT Code
Drafter, Architectural	001.261-010
Drafter, Landscape	001.261-014
Drafter, Electrical	003.281-010
Drafter, Civil	005.280-010
Drafter, Mechanical	007.281-010

EMPLOYMENT TRENDS

Supply & Demand

Employer demand is somewhat greater than the supply of experienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search. Although most employers do not hire the inexperienced, those that do report demand is considerably greater than supply of qualified applicants. Almost all employment opportunities are generated through growth; few were from turnover. The top three most successful recruitment methods for employers are newspaper ads, employees' referral, and walk-in applicants.

Projections (EDD/LMID Projection of Employment)

Size of Occupation: Small

Growth Rate: Faster than average

Job Growth	28.6%	Forecast
Openings	20	1997 70
Separations	10	2004 90

Most employers report growth in occupational employment over the last 12 months; some report stability. Over the next 2 years, most employers expect stability at their firm; some expect growth.

Where the Jobs Are

SIC Industry

245	Wood Buildings & Mobile Homes
903	Local Government, Except Hosp. & Educ.

Gender

Almost all employees are male; few are female.

EMPLOYER REQUIREMENTS

Job Skills

Technical

Ability to read blueprints
Ability to use a computer terminal
Ability to write effectively
Knowledge of trigonometry
Provide own drafting tools

Ability to analyze data to solve problems
Computer assisted design (CAD) skills
Freehand drawing skills
Knowledge of geometry

Personal

Ability to work independently

Willingness to work with close supervision

Basic

Ability to read and follow instructions
Ability to write legibly

Oral communication skills

EMPLOYER REQUIREMENTS (continued)

Work Experience	Yes	No	Not Required But preferred
Work experience required (Ave. 17 months)	Most	Few	Few
Other occupational experience accepted	Few	Almost all	NA
Other experience: (Ave. 12 months): Building Design/Computer Operator			

Education: Minimum Requirement

Less than high school..... Most
High school graduate or equivalent..... Some

Computer Software

Almost all employers seek applicants with AutoCAD software skills. Few seek applicants with word processing and spreadsheet software skills.

Training	Yes	No	Not Required But preferred
Training acceptable in lieu of experience	Many	Many	NA
Technical or Vocational Training required	Some	Many	Some
Type of training: (Ave. 11 months): Drafting courses			

BENEFITS & WAGES**Hourly Wages**

	Low	High	Median
New Hire, No Exp.	\$7.00	\$10.00	\$8.50
New Hire, W/Exp.	\$7.00	\$16.00	\$10.35
3+ Years W/Firm	\$7.75	\$20.00	\$14.00

All positions are full-time, with employees working 40 hours/week. Employers only have a day shift.

Benefits—Full-time employees

	<u>Paid by:</u>	Employer	Shared	Employee
Vacation		All	Few	Few
Sick Leave		Many	Few	Few
Retirement Plan		Most	Few	Few
Medical Insurance		All	Few	Few
Dental Insurance		Some	Few	Few
Vision Insurance		Some	Few	Few
Life Insurance		Many	Few	Few
Child Care		Few	Few	Few

OTHER

Most employers provide promotional opportunities into occupations such as Head Draftsmen, Land Surveyor, Engineer (with education), Plant Manager, or Drafting Engineer.

ASSESSMENT CODES

Specific Vocational Preparation (SVP): 7
(Over 2 years up to and including 4 years)

General Education Development (GED)

Reasoning Development 5
Mathematical Development 5
Language Development..... 5

G-Intelligence 2
V-Verbal aptitude 3
N-Numerical Aptitude 2
S-Spatial Aptitude 2
P-Form Perception 2
Q-Clerical Perception 3

Aptitudes:

K-Motor Coordination2
F-Finger Dexterity2
M-Manual Dexterity3
E-Eye/Hand/Foot Coordination5
C-Color Discrimination4

GOE Code: 05.03.02

California Occupational Guide #338

ALL = 100% OF RESPONDING EMPLOYERS. ALMOST ALL = 80% - <100% OF RESPONDING EMPLOYERS. MOST = 60% - <80% OF RESPONDING EMPLOYERS
MANY = 40% - <60% OF RESPONDING EMPLOYERS. SOME = 20% - <40% OF RESPONDING EMPLOYERS. FEW = LESS THAN 20% OF RESPONDING EMPLOYERS

DRYWALL INSTALLERS

OES Code: 871080

Surveyed: 2000

4 Firms Responded - 53 Employees - 21 New Hires

DESCRIPTION

Drywall Installers apply plasterboard or other wall board to ceiling and interior walls of buildings.

Related DOT Titles

Title	DOT Code
Dry-Wall Applicator	842.381-010
Dry-Wall applicator	842.684-014
Sheetrock applicator	869.684-050

EMPLOYMENT TRENDS

Supply & Demand

Employer demand is considerably greater than supply of experienced workers. Employers often cannot find qualified applicants when an opening exists. For inexperienced applicants, employer demand is somewhat greater than supply. Employers may have some difficulty finding inexperienced applicants at times. Many employment opportunities are generated through turnover; some from growth; and few are generated through promotions or temporary positions. The top three most successful recruitment methods for employers are in-house promotion or transfer, employee's referrals, and newspaper ads.

Projections (EDD/LMID Projection of Employment)

Size of Occupation: Medium

Growth Rate: Much faster than average

Job Growth	30.0%	Forecast	
Openings	30	1997	100
Separations	20	2004	130

Most employers report stability in occupational employment over the last 12 months; some report growth. Over the next 2 years, employers expect growth at their firm; some expect a decline in employment.

Gender

All employees are male.

Where the Jobs Are

SIC	Industry
172	Painting & Paperhanging
174	Masonry, Stonework, & Plastering

EMPLOYER REQUIREMENTS

Job Skills

Technical

Ability to read blueprints
Ability to use power hand tools
Minor carpentry skills

Ability to use and read a tape measure
Drywall installation/repair skills

Physical

Ability to climb to high places
Ability to work in awkward positions

Ability to lift at least 50 lbs.

Personal

Ability to work independently
Regular use of own reliable vehicle

Possess valid driver's license
Willingness to work with close supervision

Basic

Ability to read and follow directions
Oral communication skills

Ability to write legibly

EMPLOYER REQUIREMENTS (continued)

Work Experience	Yes	No	Not Required But preferred
Work experience required (Ave. 12 months)	Some	Few	Some
Other occupational experience accepted	Some	Most	NA
Other experience: (Ave. 12 months): Any facet of home repair			

Education: Minimum Requirement

Less than high school.....All

Computer Software

Computer software experience is not required by employers.

Training	Yes	No	Not Required But preferred
Training acceptable in lieu of experience	Most	Some	NA
Technical or Vocational Training required	Some	Most	Few
Type of training: (Ave. 36 months): Formal Union Apprenticeship Program			

BENEFITS & WAGES**Hourly Wages - Union**

	Low	High	Median
New Hire, No Exp.	\$10.00	\$10.00	\$10.00
New Hire, W/Exp.	\$25.00	\$25.00	\$25.00
3+ Years W/Firm	\$25.00	\$25.00	\$25.00

Hourly Wages - NonUnion

	Low	High	Median
New Hire, No Exp.	\$7.00	\$7.00	\$7.00
New Hire, W/Exp.	\$6.00	\$9.00	\$8.00
3+ Years W/Firm	\$10.00	\$12.00	\$10.00

All of the positions are full-time, with employees working 40 hours/week. Employers only have a day shift for employees.

Benefits—Full-time employees

	<u>Paid by:</u>	Employer	Shared	Employee
Vacation		Many	Some	Few
Sick Leave		Many	Some	Few
Retirement Plan		Some	Some	Few
Medical Insurance		Most	Some	Few
Dental Insurance		Some	Some	Few
Vision Insurance		Few	Few	Few
Life Insurance		Few	Some	Few
Child Care		Few	Few	Few

OTHER

Some employers provide promotional opportunities into occupations such as Crew Leader or Supervisor.

ASSESSMENT CODES

Specific Vocational Preparation (SVP): 6
(Over 1 year up to and including 2 years)

General Education Development (GED)

Reasoning Development 2
Mathematical Development 2
Language Development..... 2

G-Intelligence..... 3
V-Verbal aptitude 4
N-Numerical Aptitude 4
S-Spatial Aptitude 3
P-Form Perception 4
Q-Clerical Perception 4

Aptitudes:

K-Motor Coordination.....3
F-Finger Dexterity3
M-Manual Dexterity3
E-Eye/Hand/Foot Coordination4
C-Color Discrimination5

GOE Code: 05.10.01

California Occupational Guide #524

ALL = 100% OF RESPONDING EMPLOYERS. ALMOST ALL = 80% - <100% OF RESPONDING EMPLOYERS. MOST = 60% - <80% OF RESPONDING EMPLOYERS
MANY = 40% - <60% OF RESPONDING EMPLOYERS. SOME = 20% - <40% OF RESPONDING EMPLOYERS. FEW = LESS THAN 20% OF RESPONDING EMPLOYERS

ELECTRICIANS

OES Code: 872020

Surveyed:

15 Firms Responded - 99 Employees - 32 New Hires

DESCRIPTION

Electricians install, maintain, and repair wiring, electrical equipment, and fixtures. They insure that work is in accordance with relevant codes. They may read blue prints. Please include Protective Signal Installers and Repairers and Street Light Servicers.

Related DOT Titles

Title	DOT Code
Street Light Repairer	729.381-018
Electrician	824.261-010
Electrician Apprentice	824.261-014
Street Light Servicer	824.381-010

EMPLOYMENT TRENDS

Supply & Demand

Employer demand is considerably greater than supply of experienced applicants. Employers often cannot find qualified applicants when an opening exists. Qualified applicants encounter no competition in their job search. For inexperienced applicants, demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times. Qualified applicants encounter little competition in their job search. Many employment opportunities are generated through growth, some are from turnover, and few are from promotions or temporary positions. The three most successful recruitment methods for employers are newspapers ads, employee referrals, and walk-in applicants.

Projections (EDD/LMID Projection of Employment)

Size of Occupation: Medium

Growth Rate: Slower than average

Job Growth	15.4%	Forecast	
Openings	20	1997	130
Separations	20	2004	150

Many employers report growth in occupational employment over the last 12 months, many report stability, and few report a decline. Over the next 2 years, most employers expect growth in occupational employment, some expect stability.

Gender

Almost all employees are male; few are female.

Where the Jobs Are

SIC	Industry
173	Electrical Work
202	Dairy Products
203	Preserved Fruits & Vegetables
287	Agricultural Chemicals
493	Combination Utility Services
903	Local Government, Except Hosp. & Educ.

EMPLOYER REQUIREMENTS

Job Skills

Technical

Ability to install electrical equipment
Shop math skills
Cost estimating skills

Ability to read blueprints
Soldering skills

Physical

Ability to climb ladders
Ability to crawl under buildings
Ability to lift at least 50 lbs. repeatedly

Possession of good color perception
Ability to stand continuously for 2 or more hours

Personal

Ability to work independently
Willingness to work with close supervision

Possession of mechanical aptitude
Ability to provide own hand tools

Basic

Ability to read and follow instructions
Ability to write legibly

Oral communication skills

EMPLOYER REQUIREMENTS (continued)

Work Experience	Yes	No	Not Required	Education: Minimum Requirement
Work experience required (Ave. 31 months)	Most	Few	Some	Less than high school..... Many
Other occupational experience accepted	Some	Most	NA	High school graduate or equivalent..... Some
Other exp.: (Ave. 23 months): Carpenter/remolding experience, construction position, maintenance positions				AA Degree..... Some
				Computer Software
				Almost all employers do not seek applicants with computer software skills. Few employers seek applicants with programming skills.

Training	Yes	No	Not Required But preferred
Training acceptable in lieu of experience (Ave. 17 months)	Most	Many	NA
Technical or Vocational Training required	Some	Most	Some
Type of acceptable training: (Ave. 25 months): 4 year apprenticeship program, electrical training			

BENEFITS & WAGES**Hourly Wages - Union**

	Low	High	Median
New Hire, No Exp.	\$13.00	\$13.00	\$13.00
New Hire, W/Exp.	\$10.91	\$23.00	\$14.10
3+ Years W/Firm	\$10.91	\$27.00	\$18.00

Hourly Wages - NonUnion

	Low	High	Median
New Hire, No Exp.	\$6.25	\$10.00	\$7.50
New Hire, W/Exp.	\$8.50	\$15.00	\$14.00
3+ Years W/Firm	\$14.00	\$21.05	\$18.00

Other compensation: Few employers pay yearly bonuses of \$200 to \$500.

Almost all of the positions are full-time, with employees working 40 hours/week. Few are part-time, with employees working 20 hours/week. Few are seasonal, with employees working 40 hours/week. All employers have a day shift, some have a swing shift, and some have a graveyard shift.

Benefits—Full-time employees

	Paid by:	Employer	Shared	Employee
Vacation		Most	Few	Few
Sick Leave		Many	Few	Few
Retirement Plan		Some	Few	Few
Medical Insurance		Many	Some	Few
Dental Insurance		Some	Some	Few
Vision Insurance		Some	Few	Few
Life Insurance		Some	Few	Few
Child Care		Few	Few	Few

OTHER

Most employers provide promotional opportunities into occupations such as Supervisor, Foreman, Journeymen, Job Supervisor, Leadman, or Senior Technician.

ASSESSMENT CODES

Specific Vocational Preparation (SVP): 8
(Over 4 years up to and including 10 years)

General Education Development (GED)

Reasoning Development 4
Mathematical Development 3
Language Development..... 3

G-Intelligence..... 3
V-Verbal aptitude 3
N-Numerical Aptitude 3
S-Spatial Aptitude 3
P-Form Perception 2
Q-Clerical Perception 4

Aptitudes:

K-Motor Coordination.....4
F-Finger Dexterity3
M-Manual Dexterity2
E-Eye/Hand/Foot Coordination3
C-Color Discrimination3

GOE Code: 05.05.05

California Occupational Guide #121

ALL = 100% OF RESPONDING EMPLOYERS. ALMOST ALL = 80% - <100% OF RESPONDING EMPLOYERS. MOST = 60% - <80% OF RESPONDING EMPLOYERS
MANY = 40% - <60% OF RESPONDING EMPLOYERS. SOME = 20% - <40% OF RESPONDING EMPLOYERS. FEW = LESS THAN 20% OF RESPONDING EMPLOYERS

FIRST LINE SUPERVISORS/MANAGERS OF MECHANICS INSTALLERS, & REPAIRERS

OES Code: 810020

Surveyed: 2001

15 Firms Responded - 49 Employees - 5 New Hires

DESCRIPTION

First Line Supervisors/Managers of Mechanics, Installers and Repairers directly supervise and coordinate the activities of mechanics, repairers and installers. They may also supervise helpers assigned to these workers. Managers/Supervisors are generally found in smaller establishments where they perform both supervisory and management functions, such as accounting, marketing, and personnel work. In addition, Manager/Supervisors may also engage, in part, in the same repair work as the workers they supervise. The occupation excludes work leaders who spend 20% or more of their time at tasks similar to those of employees under their supervision

Related DOT Titles

Title	DOT Code
Maintenance Supervisor	184.167-050
Service Manager	185.164-010
Supervisor, brake Repair	622.137-010
Maintenance, Mechanic Supervisor	638.131-022

EMPLOYMENT TRENDS

Supply & Demand

Employer demand is considerably greater than supply of experienced applicants. Employers often cannot find qualified applicants when an opening exists. Qualified applicants encounter no competition in their job search. For inexperienced applicants, employer demand is somewhat greater than supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times. Qualified applicants encounter little competition in their job search. Most employment opportunities are generated through growth; some from turnover or promotions. The top three most successful recruitment methods for employers are newspaper ads, employee referrals, and walk-in applicants or word of mouth.

Projections (EDD/LMID Projection of Employment)

Size of Occupation: Large

Growth Rate: Average

Job Growth	19.2%	Forecast
Openings	50	1997 260
Separations	40	2004 310

Most employers report stability in occupational employment over the last 12 months; some report growth; and few report a decline. Over the next 2 years, most employers expect stability in occupational employment; some expect growth; and few expect a decline.

Where the Jobs Are

SIC Industry

203	Preserved Fruits & Vegetables
371	Motor Vehicles & Equipment
481	Telephone Communications
493	Combination Utility Services
551	Auto & Home Supply Stores

Gender

Almost all employees are male; few are female.

EMPLOYER REQUIREMENTS

Job Skills

Technical

Ability to follow safe equipment operating practices	Ability to plan and organize the work of others
Problem solving skills	Ability to give oral instructions
Ability to maintain shop and service records	Business math skills
Ability to explain and follow grievance procedures	Ability to conduct performance appraisals
Knowledge of the technical aspects of subordinates' duties	

Personal

Ability to work independently	Ability to motivate others
Interpersonal skills	Ability to work under pressure
Ability to set work priorities	Customer service skills
Ability to deal effectively with difficult individuals	Ability to manage multiple priorities
Willingness to work with close supervision	Ability to manage a multicultural workforce
Ability to manage unexpected situations or circumstances	

Basic

Ability to read and follow instructions	Oral communication skills
Ability to write legibly	

FIRST LINE SUPERVISORS/MANAGERS OF MECHANICS, INSTALLERS, & REPAIRERS

OES Code: 810020

15 Firms Responded - 49 Employees - 5 New Hires

Surveyed: 2001

EMPLOYER REQUIREMENTS (continued)

Work Experience	Yes	No	Not Required But preferred	Education: Minimum Requirement
Work experience required (average 15 months)	Most	Few	Few	Less than high school..... Some High school graduate or equivalent..... Most
Other occupational experience accepted	Some	Most	NA	
Other experience: (Ave. 17 months): Any management position, Auto Body Repairer, Mechanic,				Computer Software Some employers seek applicants with word processing software skills; few seek spreadsheet software skills; and few seek database software skills.

Training	Yes	No	Not Required But preferred
Training acceptable in lieu of experience (Ave. 12 months)	Some	Most	NA
Technical or Vocational Training required	Many	Many	Few
Type of training: (Ave. 9 months): Mechanic, ASE Certification, HVAC Technician, or on-the-job training.			

BENEFITS & WAGES

Hourly Wages

	Low	High	Median
New Hire, No Exp.	\$7.00	\$11.99	\$10.11
New Hire, W/Exp.	\$7.25	\$19.18	\$12.00
3+ Years W/Firm	\$10.00	\$26.37	\$19.00

Other compensation: Few employers pay monthly bonuses of \$200 or yearly bonuses of \$300 to \$600.

All positions are full-time, with employees working 40 to 70 hours/week. All firms have a day shift; few have a swing shift.

Benefits—Full-time employees

	<u>Paid by:</u>	Employer	Shared	Employee
Vacation		Most	Few	Few
Sick Leave		Some	Few	Few
Retirement Plan		Some	Few	Few
Medical Insurance		Some	Most	Few
Dental Insurance		Few	Many	Few
Vision Insurance		Few	Some	Few
Life Insurance		Few	Some	Few
Child Care		Few	Few	Few

OTHER

Some employers provide promotional opportunities into Service Department Manager, General Manager, or Assistant Manager.

ASSESSMENT CODES

Specific Vocational Preparation (SVP): 6
(Over 1 year up to and including 2 years)

General Education Development (GED)

Reasoning Development 4
Mathematical Development 3
Language Development..... 4

G-Intelligence 2
V-Verbal aptitude 2
N-Numerical Aptitude 3
S-Spatial Aptitude 4
P-Form Perception 4
Q-Clerical Perception 3

Aptitudes:

K-Motor Coordination4
F-Finger Dexterity4
M-Manual Dexterity4
E-Eye/Hand/Foot Coordination5
C-Color Discrimination5

GOE Code: 05.10.02

California Occupational Guide #136

ALL = 100% OF RESPONDING EMPLOYERS. **ALMOST ALL** = 80% - <100% OF RESPONDING EMPLOYERS. **MOST** = 60% - <80% OF RESPONDING EMPLOYERS
MANY = 40% - <60% OF RESPONDING EMPLOYERS. **SOME** = 20% - <40% OF RESPONDING EMPLOYERS. **FEW** = LESS THAN 20% OF RESPONDING EMPLOYERS

FIRST LINE SUPERVISORS & MANAGER/SUPERVISORS

- CLERICAL & ADMINISTRATIVE SUPPORT OCCUPATIONS

OES Code: 510020

Surveyed: 2001

16 Firms Responded - 242 Employees - 86 New Hires

DESCRIPTION

First Line Clerical and Administrative Support Manager/Supervisors directly supervise and coordinate activities of clerical and administrative support workers. They are generally found in smaller establishments where they perform both supervisory and management functions, such as accounting, marketing, and personnel work. Some Manager/Supervisors may also engage, in part, in the same clerical work as the workers they supervise.

Related DOT Titles

Title	DOT Code
Supervisor, Personnel Clerks	209.132-010
Supervisor, Cashiers	211.137-010
Supervisors, Tellers	211.137.022
Supervisor, Customer Service	248.137-018

EMPLOYMENT TRENDS

Supply & Demand

Employer demand is somewhat greater than the supply of experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times. Qualified applicants encounter little competition in their job search. Most employment opportunities are generated through growth; few are from promotions or turnover. The three most successful recruitment methods for employers are newspaper ads, walk-in applicants, and the Employment Development Department or the internet.

Projections (EDD/LMID Projection of Employment)

Size of Occupation: Very large

Growth Rate: Slower than average

Job Growth	8.3%	Forecast	
Openings	40	1997	480
Separations	80	2004	520

Almost all employers report stability in occupational employment over the previous 12 months; few report growth. Over the next 2 years, most employers expect occupational employment to remain stable; some expect growth.

Where the Jobs Are

SIC Industry

602	Commercial Banks
738	Miscellaneous Business Services
821	Elementary & Secondary Schools
839	Social Services, NEC
903	Local Government, Except Hosp. & Educ.

Gender

Few employees are male; almost all are female.

EMPLOYER REQUIREMENTS

Job Skills

Technical

Recordkeeping skills
Ability to manage an activity or department

Supervisory skills
Ability to plan and organize the work of others

Problem solving skills
Office management skills
Ability to write effectively
Ability to use word processing software

Ability to hire and assign personnel
Report writing skills
Proofreading skills
Ability to type at least 45 wpm

Personal

Ability to work independently
Customer service skills

Ability to pay attention to detail
Willingness to work with close supervision

Basic

Oral communication skills
Ability to write legibly

Ability to read and follow instructions
Basic math skills

FIRST LINE SUPERVISORS AND MANAGER/SUPERVISORS

OES Code: 510020

- CLERICAL & ADMINISTRATIVE SUPPORT OCCUPATIONS

16 Firms Responded - 242 Employees - 86 New Hires

Surveyed: 2001

EMPLOYER REQUIREMENTS (continued)

Work Experience	Yes	No	Not Required But preferred	Education: Minimum Requirement
Work experience required (Ave. 14 months)	Most	Few	Few	High school graduate or equivalent..... Almost all AA Degree Few
Other occupational experience accepted	Many	Many	NA	
Other experience: (Ave. 11 months): Clerical, Management, Customer Service Operators				Computer Software Most employers seek applicants with word processing and spreadsheet software skills; some seek database software skills; and few seek desktop publishing software skills; most seek Microsoft Windows and Microsoft Office software skills.

Training	Yes	No	Not Required But preferred
Training acceptable in lieu of experience (Ave. 6 months)	Many	Many	NA
Technical or Vocational Training required	Few	Most	Few
Type of training: (Ave. 8 months): Clerical/Management, computer knowledge, General Office			

BENEFITS & WAGES

Hourly Wages

	Low	High	Median
New Hire, No Exp.	\$6.25	\$7.00	\$6.75
New Hire, W/Exp.	\$6.25	\$17.26	\$11.26
3+ Years W/Firm	\$7.00	\$19.56	\$12.50

Other compensation: Few employers pay a monthly bonus of \$150.

Almost all of the positions are full-time, with employees working 35 to 45 hours/week. Few positions are part-time, with employees working 17 to 30 hours/week. All employers have a day shift, few have a swing or graveyard shift, and few have a split shift.

Benefits—Full-time employees

	Paid by:	Employer	Shared	Employee
Vacation		Most	Few	Few
Sick Leave		Many	Few	Few
Retirement Plan		Some	Few	Few
Medical Insurance		Many	Some	Few
Dental Insurance		Few	Some	Few
Vision Insurance		Some	Some	Few
Life Insurance		Some	Some	Few
Child Care		Few	Few	Few

OTHER

Many employers provide promotional opportunities into occupations such as Branch Manager, Coordinator, Bookkeeper, Administrative Assistant, or Specialist.

ASSESSMENT CODES

Specific Vocational Preparation (SVP): 8
(Over 4 years up to and including 10 years)

General Education Development (GED)

Reasoning Development 5
Mathematical Development 5
Language Development..... 5

G-Intelligence 2
V-Verbal aptitude 2
N-Numerical Aptitude 3
S-Spatial Aptitude 4
P-Form Perception 3
Q-Clerical Perception 3

Aptitudes:

K-Motor Coordination4
F-Finger Dexterity4
M-Manual Dexterity4
E-Eye/Hand/Foot Coordination5
C-Color Discrimination5

GOE Code: 11.12.01

California Occupational Guide #NA

ALL = 100% OF RESPONDING EMPLOYERS. ALMOST ALL = 80% - <100% OF RESPONDING EMPLOYERS. MOST = 60% - <80% OF RESPONDING EMPLOYERS
MANY = 40% - <60% OF RESPONDING EMPLOYERS. SOME = 20% - <40% OF RESPONDING EMPLOYERS. FEW = LESS THAN 20% OF RESPONDING EMPLOYERS

FIRST LINE SUPERVISORS & MANAGER/SUPERVISORS

- PRODUCTION AND OPERATING WORKER

OES Code: 810080

Surveyed: 2000

17 Firms Responded - 222 Employees - 27 New Hires

DESCRIPTION

First Line Supervisors and Manager/Supervisors of Production and Operating Workers directly supervise and coordinate activities of production and operating workers, such as testers, precision workers, machine setters and operators, assemblers, fabricators, or plant and system operators. Manager/Supervisors are generally found in smaller establishments where they perform both supervisory and management functions, such as accounting, marketing, and personnel work. In addition, Manager/Supervisors may also engage, in part, in the same production work as the workers they supervise. Please do not include work leaders who spend 20% or more of their time at tasks similar to those of employees under their supervision and report them in the occupations which are most closely related to their specific work duties.

Related DOT Titles

Title	DOT Code
Supervisor	500.131-010
Plant Supervisor	529.132-014
Production Supervisor	539.137-014

EMPLOYMENT TRENDS

Supply & Demand

Employer demand is somewhat greater than the supply of experienced applicants. Employers may have some difficulty finding experienced applicants at times. For inexperienced applicants, the supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants. Most employment opportunities are generated through turnover, some are from growth. The top three most successful recruitment methods for employers are newspaper ads, employee referrals, and in-house promotion or transfer.

Projections (EDD/LMID Projection of Employment)

Size of Occupation: Large
Growth Rate: Much faster than average

Job Growth	42.3%	Forecast	
Openings	110	1997	260
Separations	50	2004	370

Most employers report stability in occupational employment over the last 12 months; few report growth. Over the next 2 years, most employers expect stability; some expect growth.

Where the Jobs Are

SIC	Industry
202	Dairy Products
275	Commercial Printing
364	Electric Lighting & Wiring Equipment
373	Ship & Boat Building & Repairing

Gender

Most employees are male; some are female.

EMPLOYER REQUIREMENTS

Job Skills

Technical

Ability to follow safe equipment operation practices
Ability to plan and organize the work of others
Ability to explain and follow grievance procedures
Ability to write effectively
Basic construction skills

Ability to give oral instructions
Problem solving skills
Knowledge of the technical aspects of subordinates' duties
Ability to perform assembly work

Personal

Ability to work independently
Ability to deal effectively with difficult individuals
Interpersonal skills
Ability to manage a multicultural workforce

Ability to motivate others
Ability to work under pressure
Ability to manage multiple priorities
Ability to manage unexpected situations or circumstances

Basic

Ability to read and follow instructions
Basic math skills

Oral communication skills
Ability to write legibly

FIRST LINE SUPERVISORS & MANAGER/SUPERVISORS

OES Code: 810080

- PRODUCTION & OPERATING WORKERS

17 Firms Responded - 222 Employees - 27 New Hires

Surveyed: 2000

EMPLOYER REQUIREMENTS (continued)

Work Experience	Yes	No	Not Required But preferred
Work experience required (Ave. 28 months)	Most	Few	Few
Other occupational experience accepted	Many	Many	NA
Other experience: (Ave. 26 months): Asst. Mgr., Business Mgr., or Electrical/Maintenance position			

Education: Minimum Requirement

Less than high school..... Few
High school graduate or equivalent..... Many
BA Degree Some

Computer Software

Many employers seek applicants with word processing skills; some seek spreadsheet software skills; and few seek database software skills.

Training	Yes	No	Not Required But preferred
Training acceptable in lieu of experience	Few	Almost all	NA
Technical or Vocational Training required	Few	Most	Few
Type of training: (Ave. 9 months): Electrical/Maintenance, Business Ethics, or Business Management			

BENEFITS & WAGES

Hourly Wages

	Low	High	Median
New Hire, No Exp.	\$6.00	\$35.00	\$12.01
New Hire, W/Exp.	\$6.50	\$28.85	\$12.01
3+ Years W/Firm	\$6.75	\$40.00	\$14.90

Almost all positions are full-time, with employees working 40 to 45 hours/week. Few positions are part-time, with employees working 30 hours/week. All employers have a day shift, many have a swing and graveyard shift.

Benefits—Full-time employees

	Paid by:	Employer	Shared	Employee
Vacation		Almost all	Few	Few
Sick Leave		Most	Few	Few
Retirement Plan		Most	Few	Few
Medical Insurance		Almost all	Few	Few
Dental Insurance		Almost all	Few	Few
Vision Insurance		Most	Few	Few
Life Insurance		Most	Few	Few
Child Care		Few	Few	Few

OTHER

Some employers provide promotional opportunities into occupations such as Human Resources, or Plant Manager.

ASSESSMENT CODES

Specific Vocational Preparation (SVP): 7

(Over 2 years up to and including 4 years)

General Education Development (GED)

Reasoning Development 4

Mathematical Development 3

Language Development..... 4

G-Intelligence..... 3

V-Verbal aptitude 3

N-Numerical Aptitude 3

S-Spatial Aptitude 3

P-Form Perception 3

Q-Clerical Perception 3

Aptitudes:

K-Motor Coordination.....4

F-Finger Dexterity4

M-Manual Dexterity4

E-Eye/Hand/Foot Coordination5

C-Color Discrimination5

GOE Code: 06.02.01

California Occupational Guide #NA

ALL = 100% OF RESPONDING EMPLOYERS. ALMOST ALL = 80% - <100% OF RESPONDING EMPLOYERS. MOST = 60% - <80% OF RESPONDING EMPLOYERS
MANY = 40% - <60% OF RESPONDING EMPLOYERS. SOME = 20% - <40% OF RESPONDING EMPLOYERS. FEW = LESS THAN 20% OF RESPONDING EMPLOYERS

FIRST LINE SUPERVISORS & MANAGER/SUPERVISORS

- SALES & RELATED OCCUPATIONS

OES Code: 410020

Surveyed: 2001

15 Firms Responded - 124 Employees - 23 New Hires

DESCRIPTION

First Line Supervisors and Managers in Sales and Related Occupations directly supervise and coordinate activities of marketing, sales, and related workers. Working proprietors, in addition to their supervisory duties, may perform management functions, such as budgeting, accounting, marketing, and personnel work.

Related DOT Titles

Title	DOT Code
Manager, Parts	185.167-038
Manager, Retail Store	185.167-046
Manager, Insurance Office	186.167-034
Manager, Sales	187.167-138
Manager, Department	229.137-010

EMPLOYMENT TRENDS

Supply & Demand

Employer demand is somewhat greater than the supply of experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times. Qualified applicants encounter little competition in their job search. Many employment opportunities are generated through promotions; some from turnover; and few from growth or temporary positions. The top three most successful recruitment methods for employers are walk-in applicants, in-house promotions, and newspaper ads.

Projections (EDD/LMID Projection of Employment)

Size of Occupation: Very large

Growth Rate: Slower than average

Job Growth	16.2%	Forecast
Openings	110	1997 680
Separations	80	2004 790

Almost all employer report stability in occupational employment over the last 12 months; some report growth. Over the next 2 years, most employers expect occupational employment to remain stable; many expect growth.

Where the Jobs Are

SIC Industry

531	Department Stores
541	Grocery Stores
551	New & Used Car Dealers
554	Gasoline Service Stations
594	Miscellaneous Shopping Goods Stores

Gender

Many employees are male; many are female.

EMPLOYER REQUIREMENTS

Job Skills

Technical

Public contact skills
Customer service skills
Ability to hire and assign personnel
Ability to use a computer terminal
Problem solving skills

Oral communication skills
Knowledge of business math
Ability to analyze data to solve problems
Verbal presentation skills
Ability to plan and organize the work of others

Personal

Ability to work independently

Ability to work under pressure

Basic

Ability to read and follow instructions
Ability to write effectively

Ability to write legibly

FIRST LINE SUPERVISORS & MANAGER/SUPERVISORS

OES Code: 410020

- SALES & RELATED OCCUPATIONS

15 Firms Responded - 124 Employees - 23 New Hires

Surveyed: 2001

EMPLOYER REQUIREMENTS (continued)

Work Experience	Yes	No	Not Required But preferred
Work experience required (average 14 months)	Many	Many	Few
Other occupational experience accepted	Many	Many	NA
Other experience: (Ave. 12 months): Management position, Mechanic			

Education: Minimum Requirement

Less than high school..... Some
High school graduate or equivalent..... Almost all

Computer Software

Some employers seek applicants with word processing software skills. Few seek applicants with spreadsheet, database, or desktop publishing software skills.

Training	Yes	No	Not Required But preferred
Training acceptable in lieu of experience (Ave. 7 months)	Most	Some	NA
Technical or Vocational Training required	Few	All	Few
Type of training: (Ave. 0 months): No response from employers.			

BENEFITS & WAGES

Hourly Wages

	Low	High	Median
New Hire, No Exp.	\$6.25	\$13.00	\$9.00
New Hire, W/Exp.	\$6.25	\$14.38	\$9.15
3+ Years W/Firm	\$8.00	\$19.18	\$12.95

Other compensation: Some employers pay yearly commissions of \$750 to \$50,000. Few employers pay yearly bonuses of \$1,000 to \$1,500.

Almost all positions are full-time, with employees working 40 to 50 hours/week. Few positions are part-time, with employees working 20 hours/week. All employers have a day shift, some have a swing and graveyard shift; and few have a split shift.

Benefits—Full-time employees

	Paid by:	Employer	Shared	Employee
Vacation		Most	Some	Few
Sick Leave		Many	Some	Few
Retirement Plan		Many	Some	Few
Medical Insurance		Some	Most	Few
Dental Insurance		Few	Most	Few
Vision Insurance		Few	Most	Few
Life Insurance		Few	Many	Few
Child Care		Few	Few	Few

OTHER

Most employers provide promotional opportunities into occupations such as Senior Merchandiser, District Manager, Store Director, Assistant Manager, or General Manager.

ASSESSMENT CODES

Specific Vocational Preparation (SVP): 7

(Over 2 years up to and including 4 years)

General Education Development (GED)

Reasoning Development 4

Mathematical Development 4

Language Development..... 4

G-Intelligence..... 2

V-Verbal aptitude 2

N-Numerical Aptitude 3

S-Spatial Aptitude 4

P-Form Perception 4

Q-Clerical Perception 4

Aptitudes:

K-Motor Coordination.....4

F-Finger Dexterity5

M-Manual Dexterity5

E-Eye/Hand/Foot Coordination5

C-Color Discrimination4

GOE Code: 11.11.04

California Occupational Guide #242

ALL = 100% OF RESPONDING EMPLOYERS. ALMOST ALL = 80% - <100% OF RESPONDING EMPLOYERS. MOST = 60% - <80% OF RESPONDING EMPLOYERS
MANY = 40% - <60% OF RESPONDING EMPLOYERS. SOME = 20% - <40% OF RESPONDING EMPLOYERS. FEW = LESS THAN 20% OF RESPONDING EMPLOYERS

GENERAL OFFICE CLERKS

OES Code: 553470

Surveyed: 1999

16 Firms Responded - 99 Employees - 75 New Hires

DESCRIPTION

General Office Clerks perform a wide variety of tasks. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of bookkeeping, typing, stenography, office machine operation, and filing. Please do not include workers whose duties are narrowly defined.

Related DOT Titles

Title	DOT Code
Clerk, General	209.562-010
Office Clerk	209.567-022
Administrative Clerk	219.362-010
Ward Clerk	245.362-014

EMPLOYMENT TRENDS

Supply & Demand

Supply of experienced and inexperienced applicants is considerably greater than demand, creating a competitive job market for job seekers. Most employers report the same occupational size as last year; few report growth; and some report a decline. Most of the positions filled over the last 12 months were from promotions; some were from turnover/separation; and few were from growth or temporary positions. The three most successful recruitment methods for employers are the newspaper ads, the Employment Development Department, and in-house promotions or transfers.

Projections (EDD/LMID Projection of Employment)

Size of Occupation: Very Large

Growth Rate: Slower than average

Job Growth	9.9%	Forecast
Openings	90	1997 910
Separations	150	2004 1,000

Most employers report the same occupational size as last year; few report growth; and some report a decline. Almost all employers expect occupational employment at their firm to remain stable over the next 2 years; some expect growth.

Gender

Almost all employees are female; few are male.

Where the Jobs Are

SIC Industry

504	Professional & Commercial Equipment
531	Department Stores
821	Elementary & Secondary Schools
903	Local Government, Except Hosp. & Educ.

EMPLOYER REQUIREMENTS

Job Skills

Technical

Telephone answering skills
Alphabetic and numeric filing skills
Record keeping skills
Ability to type at least 45 wpm

English grammar, spelling, and punctuations skills
Ability to write effectively
Ability to operate a 10-key adding machine by touch
Ability to operate a transcribing machine

Personal

Public contact skills
Ability to perform routine, repetitive work

Ability to work independently
Willingness to work with close supervision

Basic

Ability to read and follow instructions
Basic math skills

Oral communication skills
Ability to write legibly

EMPLOYER REQUIREMENTS (continued)

Work Experience	Yes	No	Not Required But preferred	Education: Minimum Requirement
Work experience required (Ave. 13 months)	Many	Many	Few	Less than high school..... Few High school graduate or equivalent..... Almost all BA Degree..... Few
Other occupational experience accepted	Most	Some	NA	
Other experience: (Ave. 12 months): Clerical field, Business field, Accounting, or Office Clerk.				

Training	Yes	No	Not Required But preferred
Training acceptable in lieu of experience	Most	Some	NA
Technical or Vocational Training required	Few	Almost all	Few
Type of acceptable training: Legal training, Spouse Abuse training, or Office training.			

BENEFITS & WAGES

Hourly Wages

	Low	High	Median
New Hire, No Exp.	\$5.75	\$7.50	\$6.25
New Hire, W/Exp.	\$5.75	\$12.09	\$7.00
3+ Years W/Firm	\$6.00	\$14.38	\$8.75

Almost all the positions are full-time, with employees working 40 hours/week. Few positions are part-time, with employees working 20 to 30 hours/week. Few positions are temporary/on-call or seasonal, with employees working 35 to 40 hours/week. All employers have a day shift, few have an evening shift.

Benefits:

	Full-time	Part-time
Vacation	Most	Few
Sick Leave	Most	Few
Retirement Plan	Many	Few
Medical Insurance	Most	Few
Dental Insurance	Most	Few
Vision Insurance	Many	Few
Life Insurance	Some	Few
Child Care	Few	Few

OTHER

Most employers provide promotional opportunities into occupations such as Account Clerk, Office Manager, Counselor, Management, Secretary, Office Tech., or Supervisor.

ASSESSMENT CODES

Specific Vocational Preparation (SVP): 3
(Over 30 days up to and including 3 months)

General Education Development (GED)

Reasoning Development 3
Mathematical Development 2
Language Development..... 3

G-Intelligence 3
V-Verbal aptitude 3
N-Numerical Aptitude 3
S-Spatial Aptitude 4
P-Form Perception 4
Q-Clerical Perception 3

Aptitudes:

K-Motor Coordination 4
F-Finger Dexterity 3
M-Manual Dexterity 4
E-Eye/Hand/Foot Coordination 5
C-Color Discrimination 5

GOE Code: 07.07.03

California Occupational Guide #295

ALL = 100% OF RESPONDING EMPLOYERS. **ALMOST ALL** = 80% - <100% OF RESPONDING EMPLOYERS. **MOST** = 60% - <80% OF RESPONDING EMPLOYERS
MANY = 40% - <60% OF RESPONDING EMPLOYERS. **SOME** = 20% - <40% OF RESPONDING EMPLOYERS. **FEW** = LESS THAN 20% OF RESPONDING EMPLOYERS

GRADERS & SORTERS - AGRICULTURAL PRODUCTS

OES Code: 790110

Surveyed: 1999

15 Firms Responded - 884 Employees - 362 New Hires

DESCRIPTION

Graders and Sorters grade, sort, or classify unprocessed food and other agricultural products by size, weight, color, or condition. Please do not include Inspectors and Graders of processed agricultural products.

Related DOT Titles	
Title	DOT Code
Cotton Classer	429.387-010
Sorter, Agricultural Produce	529.687-186
Egg Candler	529.687-074

EMPLOYMENT TRENDS

Supply & Demand

Employer demand is somewhat greater than the supply of experienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in job seeking. For inexperienced applicants, supply is considerably greater than demand, creating a competitive job market for applicants. Almost all the positions filled over the last 12 months were from temporary positions; few were from turnover. The three most successful recruitment methods for employers are word of mouth, walk-in applicants, and employees' referrals.

Projections (EDD/LMID Projection of Employment)

Size of Occupation: Medium

Growth Rate: Decline

		Forecast	
Job Growth	-9.1%	1997	110
Openings	-10	2004	100
Separations	20		

Almost all employers report the same occupational size as last year; few report growth. Most employers expect occupational employment at their firm to remain stable; some expect growth; and few expect a decline.

Where the Jobs Are

SIC Industry

514	Groceries and Related Products
515	Farm-Product Raw Materials

Gender

Most employees are female; some are male.

EMPLOYER REQUIREMENTS

Job Skills

Technical

Ability to perform basic mathematical computations	Ability to work rapidly
Good eye-hand coordination	Good vision
Manual dexterity	

Physical

Ability to lift at least 50 lbs.	Ability to stand for prolonged periods
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Personal

Ability to do routine, repetitive work	Willingness to work with close supervision
Ability to work independently	

Basic

Ability to read and follow instructions	Oral communication skills
Ability to write legibly	

EMPLOYER REQUIREMENTS (continued)

Work Experience	Yes	No	Not Required But preferred	Education: Minimum Requirement
Work experience required (Ave. 6 months)	Few	Most	Few	Less than high school.....All
Other occupational experience accepted	Some	Most	NA	
Other experience: (Ave. 4 months): Any work history.				

BENEFITS & WAGES**Hourly Wages**

	Low	High	Median
New Hire, No Exp.	\$5.75	\$6.00	\$5.75
New Hire, W/Exp.	\$5.75	\$6.00	\$5.75
3+ Years W/Firm	\$5.75	\$7.70	\$5.75

Almost all the positions are seasonal, with employees working 20 to 56 hours/week. Few positions are full-time or temporary, with employees working 40 to 48 hours/week. Almost all employers have a day shift; some have a swing shift; and few have a graveyard shift.

Benefits:

	Full-time	Part-time
Vacation	Some	Few
Sick Leave	Few	Few
Retirement Plan	Few	Few
Medical Insurance	Few	Few
Dental Insurance	Few	Few
Vision Insurance	Few	Few
Life Insurance	Few	Few
Child Care	Few	Few

OTHER

Many employers provide promotional opportunities into occupations such as Floor Lady, Floor Supervisor, Forklift Operator, or Steam Operator.

ASSESSMENT CODES**Specific Vocational Preparation (SVP): 2**

(Anything beyond a short demo up to and including 30 days)

General Education Development (GED)

Reasoning Development 1

Mathematical Development 1

Language Development..... 1

G-Intelligence..... 4

V-Verbal aptitude 4

N-Numerical Aptitude 4

S-Spatial Aptitude 4

P-Form Perception 4

Q-Clerical Perception 5

Aptitudes:

K-Motor Coordination.....4

F-Finger Dexterity4

M-Manual Dexterity3

E-Eye/Hand/Foot Coordination5

C-Color Discrimination4

GOE Code: 03.04.01

California Occupational Guide # NA

ALL = 100% OF RESPONDING EMPLOYERS. ALMOST ALL = 80% - <100% OF RESPONDING EMPLOYERS. MOST = 60% - <80% OF RESPONDING EMPLOYERS
MANY = 40% - <60% OF RESPONDING EMPLOYERS. SOME = 20% - <40% OF RESPONDING EMPLOYERS. FEW = LESS THAN 20% OF RESPONDING EMPLOYERS

HELPERS - CARPENTERS & RELATED

OES Code: 983120

Surveyed: 1999

16 Firms Responded - 68 Employees - 61 New Hires

DESCRIPTION

Carpenters' Helpers and Related Workers help Carpenters or carpentry related craft workers by performing duties of lesser skill. Their duties include supplying or holding materials or tools and cleaning work area and equipment. Please do not include apprentice workers or construction or maintenance laborers who do not primarily assist Carpenters or carpentry related craft workers.

Related DOT Titles	
Title	DOT Code
Joiner Helper	890.664-014

EMPLOYMENT TRENDS

Supply & Demand

Employer demand is considerably greater than supply of experienced applicants. Employers often cannot find qualified applicants when an opening exists. For inexperienced applicants, employer demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search. Many positions filled over the last 12 months were from growth or turnover; few were from temporary positions. The three most successful recruitment methods for employers are walk-in applicants, employees' referrals, and newspapers ads.

Projections (EDD/LMID Projection of Employment)

Size of Occupation: Medium

Growth Rate: Much faster than average

Job Growth	30.8%	Forecast	
Openings	40	1997	130
Separations	40	2004	170

Many employers report growth in occupational size at their firm; some report stability; and few report a decline. Over the next 2 years, employers expect employment at their firm to remain stable; many also expect growth.

Gender

All employees are male.

Where the Jobs Are

SIC Industry

152	Residential Building Construction
177	Concrete Work

EMPLOYER REQUIREMENTS

Job Skills

Technical

Ability to perform basic mathematical computations	Ability to use and read a tape measure
Ability to use hand tools	Trained in safe work practices

Physical

Ability to do strenuous, physically demanding work	Ability to lift at least 50 lbs.
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Personal

Ability to work independently	Willingness to work with close supervision
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Basic

Ability to follow oral instructions	Ability to read and follow instructions
Ability to write legibly	

EMPLOYER REQUIREMENTS (continued)

Work Experience	Yes	No	Not Required But preferred	Education: Minimum Requirement
Work experience required (Ave. 16 months)	Few	Most	Few	Less than high school..... Some High school graduate or equivalent..... Most
Other occupational experience accepted	Most	Many	NA	
Other experience: (Ave. 14 months): Painter, Landscaper, General Laborer, or Construction related field.				

Training	Yes	No	Not Required But preferred
Training acceptable in lieu of experience (Ave. 6 months)	Some	Almost all	NA
Technical or Vocational Training required	Few	Almost all	Few
Type of acceptable training: (Ave. 6 months) Carpentry			

BENEFITS & WAGES**Hourly Wages**

	Low	High	Median
New Hire, No Exp.	\$5.75	\$9.00	\$7.00
New Hire, W/Exp.	\$5.75	\$13.00	\$8.00
3+ Years W/Firm	\$5.75	\$15.00	\$12.00

Almost all of the positions are full-time, with employees working 40 to 45 hours/week. Few positions are part-time, with employees working 20 to 32 hours/week. Few positions are seasonal, with employees working 40 hours/week. All employers have a day shift only.

Benefits:

	Full-time	Part-time
Vacation	Many	Few
Sick Leave	Few	Few
Retirement Plan	Few	Few
Medical Insurance	Some	Few
Dental Insurance	Few	Few
Vision Insurance	Few	Few
Life Insurance	Few	Few
Child Care	Few	Few

OTHER

Almost all employers provide promotional opportunities into occupations such as Carpenter, Foreman, Title Setter, Finishers, Journeyman Carpenter, Lead Carpenter.

ASSESSMENT CODES

Specific Vocational Preparation (SVP): 4
(Over 3 months up to and including 6 months)

General Education Development (GED)

Reasoning Development 4
Mathematical Development 3
Language Development..... 3

G-Intelligence 3
V-Verbal aptitude 3
N-Numerical Aptitude 3
S-Spatial Aptitude 4
P-Form Perception 4
Q-Clerical Perception 2

Aptitudes:

K-Motor Coordination2
F-Finger Dexterity3
M-Manual Dexterity4
E-Eye/Hand/Foot Coordination5
C-Color Discrimination4

GOE Code: 17.02.04

California Occupational Guide #NA

ALL = 100% OF RESPONDING EMPLOYERS. **ALMOST ALL** = 80% - <100% OF RESPONDING EMPLOYERS. **MOST** = 60% - <80% OF RESPONDING EMPLOYERS
MANY = 40% - <60% OF RESPONDING EMPLOYERS. **SOME** = 20% - <40% OF RESPONDING EMPLOYERS. **FEW** = LESS THAN 20% OF RESPONDING EMPLOYERS

HOTEL DESK CLERKS

OES Code: 538080

Surveyed: 2000

12 Firms Responded - 80 Employees 32 New Hires

DESCRIPTION

Hotel Desk Clerks accommodate hotel patrons by registering and assigning rooms to guests, issuing room keys, transmitting and receiving messages, keeping records of rooms occupied and guests' accounts, making and confirming reservations, and presenting statements to and collecting payments from departing guests.

Related DOT Titles	
Title	DOT Code
Hotel Clerk	238.367-038

EMPLOYMENT TRENDS

Supply & Demand

Employer demand is somewhat greater than the supply of experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times. Almost all employment opportunities are generated through turnover, few are from growth. The top three most successful recruitment methods for employers are employee referrals, newspaper ads, and walk-in applicants.

Where the Jobs Are

SIC	Industry
701	Hotels & Motels

Projections (EDD/LMID Projection of Employment)

Size of Occupation: Small

Growth Rate: Slower than average

		Forecast	
		1997	2004
Job Growth	16.7%		
Openings	10	60	
Separations	20		70

Most employers report stability in occupational employment over the last 12 months; few report growth or a decline. Over the next 2 years, most employers expect stability in occupational employment; some expect growth; and few expect a decline.

Gender

Many employees are male; many are female.

EMPLOYER REQUIREMENTS

Job Skills

Technical

Cash handling skills
Ability to follow billing procedures

Ability to write effectively
Record keeping skills

Personal

Ability to work independently
Good grooming skills
Customer service skills

Ability to work under pressure
Public contact skills
Willingness to work with close supervision

Basic

Ability to write legibly
Ability to read and follow instructions

Oral communication skills
Basic math skills

EMPLOYER REQUIREMENTS (continued)

Work Experience	Yes	No	Not Required But preferred
Work experience required (Ave. 10 months)	Some	Many	Some
Other occupational experience accepted	Almost all	Few	NA
Other experience: (Ave. 12 months): Cashier, Secretary, or a customer service position			

Education: Minimum Requirement

Less than high school..... Few
High school graduate or equivalent..... Almost all

Computer Software

Few employers seek applicants with word
processing skills and/or spreadsheet software skills.

Training	Yes	No	Not Required But preferred
Training acceptable in lieu of experience	Few	Almost all	NA
Technical or Vocational Training required	Few	All	Few
Type of training: Technical or Vocational training is not required by surveyed employers.			

BENEFITS & WAGES**Hourly Wages**

	Low	High	Median
New Hire, No Exp.	\$5.75	\$6.75	\$5.75
New Hire, W/Exp.	\$5.75	\$7.50	\$6.25
3+ Years W/Firm	\$5.75	\$8.50	\$7.00

Almost all positions are full-time, with employees
working 40 hours/week. Few positions are part-time,
with employees working 20 to 25 hours/week. All
employers have a day shift, and almost all have a
swing and graveyard shift.

Benefits—Full-time employees

	<u>Paid by:</u>	Employer	Shared	Employee
Vacation		Some	Few	Few
Sick Leave		Few	Few	Few
Retirement Plan		Few	Few	Few
Medical Insurance		Some	Few	Few
Dental Insurance		Few	Few	Few
Vision Insurance		Few	Few	Few
Life Insurance		Few	Few	Few
Child Care		Few	Few	Few

OTHER

Many employers provide promotional opportunities into
occupations such as Front Desk Manager, Assistant
Manager, or Manager.

ASSESSMENT CODES

Specific Vocational Preparation (SVP): 4
(Over 3 months up to and including 6 months)

General Education Development (GED)

Reasoning Development 3
Mathematical Development 3
Language Development..... 3

G-Intelligence 3
V-Verbal aptitude 3
N-Numerical Aptitude 3
S-Spatial Aptitude 4
P-Form Perception 4
Q-Clerical Perception 3

Aptitudes:

K-Motor Coordination4
F-Finger Dexterity3
M-Manual Dexterity4
E-Eye/Hand/Foot Coordination5
C-Color Discrimination5

GOE Code: 07.04.03

California Occupational Guide #70

ALL = 100% OF RESPONDING EMPLOYERS. ALMOST ALL = 80% - <100% OF RESPONDING EMPLOYERS. MOST = 60% - <80% OF RESPONDING EMPLOYERS
MANY = 40% - <60% OF RESPONDING EMPLOYERS. SOME = 20% - <40% OF RESPONDING EMPLOYERS. FEW = LESS THAN 20% OF RESPONDING EMPLOYERS

INDUSTRIAL PRODUCTION MANAGERS

OES Code: 150140

Surveyed: 1999

18 Firms Responded - 93 Employees - 29 New Hires

DESCRIPTION

Industrial Production Managers plan, organize, direct, control, or coordinate the operational (line) activities and resources necessary for manufacturing products in accordance with cost, quality, and quantity specifications.

Related DOT Titles	
Title	DOT Code
Superintendent	180.167-0454
Production Supervisor	183.117-014
Director, Quality Assurance	186.117.042
Superintendent, Maintenance	189.167-046

EMPLOYMENT TRENDS

Supply & Demand

Employer demand is somewhat greater than the supply of experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search. Many of the positions filled over the last 12 months were from promotions; some were from turnover/separation or growth. The three most successful recruitment methods for employers are newspaper ads, in-house promotions or transfers, and the Employment Development Department.

Projections (EDD/LMID Projection of Employment)

Size of Occupation: Medium

Growth Rate: Much faster than average

Job Growth	50.0%	Forecast	
Openings	50	1997	100
Separations	20	2004	150

Most employers report the same occupational size as last year; some report growth, and few report a decline. Over the next 24 months, most employers expect occupational employment at their firm to remain stable; some expect growth.

Where the Jobs Are

SIC	Industry
203	Preserved Fruits and Vegetables
208	Beverages
245	Wood Buildings and Mobile Homes
275	Commercial Printing
352	Farm and Garden Machinery
364	Electric Lighting and Wiring Equipment
373	Ship and Boat Building and Repairing

Gender

Almost all employees are male; few are female.

EMPLOYER REQUIREMENTS

Job Skills

Technical

Ability to follow oral instructions
Ability to manage a activity or department
Ability to plan and organize the work of others
Ability to write effectively
Problem solving skills

Ability to hire/assign personnel
Ability to motivate others
Ability to use a computer terminal
Performance appraisal skills
Record keeping skills

Personal

Ability to interact well with others
Ability to work independently

Be a team player

Basic

Ability to read and follow instructions
Oral communication skills

Ability to write legibly

EMPLOYER REQUIREMENTS (continued)

Work Experience	Yes	No	Not Required But preferred	Education: Minimum Requirement
Work experience required (Ave. 41 months)	Almost all	Few	Few	Less than high school..... Few High school graduate or equivalent..... Most AA Degree..... Few BA Degree..... Few
Other occupational experience accepted	Some	Most	NA	
Other experience: (Ave. 30 months): Management field, Warehouse Manager, or Business Field				

Training	Yes	No	Not Required But preferred
Training acceptable in lieu of experience	Few	All	NA
Technical or Vocational Training required	Few	Almost all	0%
Type of acceptable training: Printing, or Cabinet Making			

BENEFITS & WAGES**Hourly Wages**

	Low	High	Median
New Hire, No Exp.	\$12.79	\$13.98	\$13.39
New Hire, W/Exp.	\$12.00	\$23.97	\$14.38
3+ Years W/Firm	\$13.00	\$28.77	\$19.18

All of the positions are full-time, with employees working 40 to 60 hours/week. All employers have a day shift, some have a swing shift, and few have a graveyard shift.

Benefits:

	Full-time	Part-time
Vacation	All	NA
Sick Leave	Most	NA
Retirement Plan	Most	NA
Medical Insurance	All	NA
Dental Insurance	Most	NA
Vision Insurance	Some	NA
Life Insurance	Most	NA
Child Care	Few	NA

OTHER

Many employers provide promotional opportunities into occupations such as Vice President, Director of Operations, Managers, or Plant Managers

ASSESSMENT CODES

Specific Vocational Preparation (SVP): 8
(Over 4 years up to and including 10 years)

General Education Development (GED)

Reasoning Development 5
Mathematical Development 5
Language Development..... 5

G-Intelligence 2
V-Verbal aptitude 2
N-Numerical Aptitude 3
S-Spatial Aptitude 2
P-Form Perception 2
Q-Clerical Perception 2

Aptitudes:

K-Motor Coordination 3
F-Finger Dexterity 3
M-Manual Dexterity 3
E-Eye/Hand/Foot Coordination 5
C-Color Discrimination 3

GOE Code: 10.02.01

California Occupational Guide #29

ALL = 100% OF RESPONDING EMPLOYERS. **ALMOST ALL** = 80% - <100% OF RESPONDING EMPLOYERS. **MOST** = 60% - <80% OF RESPONDING EMPLOYERS
MANY = 40% - <60% OF RESPONDING EMPLOYERS. **SOME** = 20% - <40% OF RESPONDING EMPLOYERS. **FEW** = LESS THAN 20% OF RESPONDING EMPLOYERS

INDUSTRIAL TRUCK & TRACTOR OPERATORS

OES Code: 979470

Surveyed: 2000

18 Firms Responded - 426 Employees - 35 New Hires

DESCRIPTION

Industrial Truck and Tractor Operators operate gasoline or electric powered industrial trucks or tractors equipped with fork lift, elevated platform, or trailer hitch to move materials within an establishment, warehouse, storage yard, factory, or at a construction site. Please do not include Logging Tractor Operators.

Related DOT Titles	
Title	DOT Code
Front End Loader Operator	921.683-042
Industrial Truck Operator	921.683-050
Yard Worker	929.583-010
Tractor Operator	929.683-014

EMPLOYMENT TRENDS

Supply & Demand

Employer demand is somewhat greater than the supply of experienced applicants. Employers may have some difficulty finding qualified applicants at times. For inexperienced applicants, supply is considerably greater than demand, creating a very competitive job market for applicants. Almost all employment opportunities are generated through turnover, few are from growth. The top three most successful recruitment methods for employers are newspaper ads, employee referrals, and walk-in applicants.

Projections (EDD/LMID Projection of Employment)

Size of Occupation: Large

Growth Rate: Slower than average

Job Growth	5.3%	Forecast	
Openings	10	1997	190
Separations	30	2004	200

Almost all employers report stability in occupational employment over the last 12 months; few report growth. Over the next 2 years, most employers expect stability in occupational employment; some expect growth.

Gender

Almost all employees are male; few are female.

Where the Jobs Are

SIC Industry

203 Preserved Fruits and Vegetables
208 Beverages
901 Federal Government

EMPLOYER REQUIREMENTS

Job Skills

Technical

Possession of a valid driver's license
Possession of a fork lift drivers' license

Automotive maintenance

Physical

Good eye-hand coordination
Ability to lift at least 50 lbs. repeatedly

Ability to pass a pre-employment medical examination

Personal

Ability to work with close supervision
Possession of a mechanical aptitude

Willingness to work with close supervision

Basic

Ability to write legibly
Ability to read and follow instructions

Oral communication skills
Basic math skills

EMPLOYER REQUIREMENTS (continued)

Work Experience	Yes	No	Not Required But preferred
Work experience required (Ave. of 18 months)	Most	Few	Few
Other occupational experience accepted	Most	Some	NA
Other experience: (Ave. 16 months): Warehouse, Construction, Maintenance Workers			

Education: Minimum Requirement

Less than high school..... Many

High school graduate or equivalent..... Many

Computer Software

Few employers seek applicants with word processing skills and/or spreadsheet software skills.

Training	Yes	No	Not Required But preferred
Training acceptable in lieu of experience	Some	Some	NA
Technical or Vocational Training required	Few	Almost all	Few
Type of training: Dairy Courses or Diesel Mechanics training.			

BENEFITS & WAGES**Hourly Wages - Union**

	Low	High	Median
New Hire, No Exp.	Information not available		
New Hire, W/Exp.	\$8.00	\$12.87	\$10.00
3+ Years W/Firm	\$10.00	\$19.00	\$12.39

Hourly Wages - NonUnion

	Low	High	Median
New Hire, No Exp.	\$5.75	\$8.50	\$6.50
New Hire, W/Exp.	\$6.25	\$11.10	\$9.00
3+ Years W/Firm	\$8.00	\$13.00	\$10.00

Almost all positions are full-time, with employees working 40 hours/week. Few positions are part-time, with employees working 15 to 35 hours/week. All employers have a day shift, some have a swing and graveyard shifts.

Benefits—Full-time employees

	Paid by:	Employer	Shared	Employee
Vacation		Most	Few	Few
Sick Leave		Many	Few	Few
Retirement Plan		Most	Few	Few
Medical Insurance		Most	Few	Few
Dental Insurance		Many	Few	Few
Vision Insurance		Some	Few	Few
Life Insurance		Most	Few	Few
Child Care		Few	Few	Few

OTHER

Many employers provide promotional opportunities into occupations such as Supervisor, Assistant Manager, Office Manager, Foreman, Truck Driver, Lead Man, Shipping Manager, or Dispatcher.

ASSESSMENT CODES

Specific Vocational Preparation (SVP): 3
(Over 30 days up to and including 3 months)

General Education Development (GED)

Reasoning Development 2

Mathematical Development 1

Language Development..... 1

G-Intelligence..... 4

V-Verbal aptitude 4

N-Numerical Aptitude 4

S-Spatial Aptitude 3

P-Form Perception 4

Q-Clerical Perception 4

Aptitudes:

K-Motor Coordination.....3

F-Finger Dexterity4

M-Manual Dexterity3

E-Eye/Hand/Foot Coordination3

C-Color Discrimination4

INTERVIEWING CLERKS

- EXCEPT PERSONNEL, SOCIAL WELFARE

OES Code: 553320

Surveyed: 1999

12 Firms Responded - 79 Employees - 199 New Hires

DESCRIPTION

Interview Clerks, except Personnel and Social Welfare, interview the public to obtain information. Their duties include contacting persons by telephone, mail, or in person for the purpose of completing forms, applications, or questionnaires; asking specific questions, recording answers, and assisting persons with completing forms. This occupation may include sorting, classifying, and filing forms. Please do not

Related DOT Titles	
Title	DOT Code
Hospital-Admitting Clerk	205.362-018
Registration Clerk	205.367-042
Survey Worker	205.367-058

EMPLOYMENT TRENDS

Supply & Demand

Employer demand is somewhat greater than the supply of experienced applicants. Employers may have some difficulty finding qualified applicants at times. For inexperienced applicants, supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants. Almost all positions filled over the last 12 months were from temporary/on-call positions, few were from turnover/separation or growth. The three most successful recruitment methods for employers are newspaper ads, employees' referrals, and walk-in applicants.

Projections (EDD/LMID Projection of Employment)

Size of Occupation: Small

Growth Rate: Remain stable

Job Growth	0.0%	Forecast	
Openings	0	1997	60
Separations	10	2004	60

Most employers report the same occupational size as last year; some report growth. Over the next 2 years, most employers expect employment at their firm will remain stable; some expect growth.

Where the Jobs Are

SIC Industry
806 Hospitals

Gender

Almost all employees are female; few are male.

EMPLOYER REQUIREMENTS

Job Skills

Technical

Ability to perform basic mathematical computations	Ability to use a personal computer
Ability to write effectively	Professional telephone techniques
Ability to handle difficult customers with diplomacy	Public contact skills
Record keeping skills	

Physical

Ability to sit for prolonged periods

Personal

Ability to do routine, repetitive work	Ability to work independently
Ability to work under pressure	Willingness to work with close supervision

Basic

Ability to read and follow instructions	Ability to write legibly
Oral communication skills	

INTERVIEWING CLERKS

- EXCEPT PERSONNEL, SOCIAL WELFARE

OES Code: 553320

12 Firms Responded - 79 Employees - 199 New Hires

Surveyed: 1999

EMPLOYER REQUIREMENTS (continued)

Work Experience	Yes	No	Not Required But preferred
Work experience required (Ave. of 13 months)	Some	Many	Few
Other occupational experience accepted	Some	Almost all	NA
Other experience: (Ave. of 12 months): Retail position, Stock Clerk, any occupation			

Education: Minimum Requirement

Less than high school Few
 High school graduate or equivalent.....Some
 College but no degree Many
 AA Degree Few

Training	Yes	No	Not Required But preferred
Training acceptable in lieu of experience	Some	Almost all	NA
Technical or Vocational Training required	Few	Most	Few
Type of acceptable training: Computer training			

BENEFITS & WAGES

Hourly Wages

	Low	High	Median
New Hire, No Exp.	\$6.00	\$8.00	\$7.00
New Hire, W/Exp.	\$6.50	\$10.50	\$7.50
3+ Years W/Firm	\$8.00	\$12.75	\$9.25

Many of the positions are full-time, with employees working 40 hours/week. Many are temporary/on-call, with employees working 40 hours/week. Few positions are part-time, with employees working 15 to 25 hours/week. All employers have a day shift, some have a swing shift, and few have a graveyard shift.

Benefits:

	Full-time	Part-time
Vacation	Most	Few
Sick Leave	Many	Few
Retirement Plan	Some	Few
Medical Insurance	Many	Few
Dental Insurance	Some	Few
Vision Insurance	Few	Few
Life Insurance	Many	Few
Child Care	Few	Few

OTHER

Almost all employers provide promotional opportunities into occupations such as Administrative Secretary, Supervisor, Assistant, Billing, Exercise Counselor, Financial Counselor, Funding Specialist, or Manager.

ASSESSMENT CODES

Specific Vocational Preparation (SVP): 2

(Anything beyond short demo up to and including 30 days)

General Education Development (GED)

Reasoning Development 2

Mathematical Development 1

Language Development..... 1

G-Intelligence 4

V-Verbal aptitude 4

N-Numerical Aptitude 4

S-Spatial Aptitude 4

P-Form Perception 4

Q-Clerical Perception 3

Aptitudes:

K-Motor Coordination3

F-Finger Dexterity4

M-Manual Dexterity3

E-Eye/Hand/Foot Coordination5

C-Color Discrimination5

GOE Code: 06.04.22

California Occupational Guide #47

ALL = 100% OF RESPONDING EMPLOYERS. ALMOST ALL = 80% - <100% OF RESPONDING EMPLOYERS. MOST = 60% - <80% OF RESPONDING EMPLOYERS
 MANY = 40% - <60% OF RESPONDING EMPLOYERS. SOME = 20% - <40% OF RESPONDING EMPLOYERS. FEW = LESS THAN 20% OF RESPONDING EMPLOYERS

JANITORS & CLEANERS

- EXCEPT MAIDS & HOUSEKEEPING CLEANERS

OES Code: 670050

Surveyed: 1998

15 Firms Responded - 162 Employees - 31 New Hires

DESCRIPTION

Janitors and Cleaners, (except Maids and Housekeeping Cleaners) keep buildings in clean and orderly condition. They perform heavy cleaning duties, such as operating motor-driven cleaning equipment, mopping floors, washing wall and glass, and removing rubbish. They may have additional duties and responsibilities, such as tending furnace and boiler, performing routine maintenance activities, notifying management of need for repairs and additions, and cleaning snow or debris from sidewalk. Please do not include Maids and Housekeepers.

Related DOT Titles

Title	DOT Code
Cleaner, Industrial	381.687-018
Waxer, Floor	381.687-034
Janitor	382.664-010
Cleaner, Window	389.687-014

EMPLOYMENT TRENDS

Supply & Demand

Supply of experienced and inexperienced applicants is considerably greater than demand, creating a very competitive job market for applicants. Most employment opportunities are generated through turnover; few are from promotions, growth, or temporary positions. The top three most successful recruitment methods are newspaper ads, walk-in applicants, and employee referrals or word of mouth.

Projections (EDD/LMID Projection of Employment)

Size of Occupation: Very large

Growth Rate: Slower than average

Job Growth	6.0%	Forecast	
Openings	50	1997	830
Separations	130	2004	880

Almost all employers report stability in occupational employment over the last 12 months; few report growth. Over the next 2 years, most employers expect occupational employment to remain stable; some expect growth.

Where the Jobs Are

SIC	Industry
202	Dairy Products
581	Eating & Drinking Places
734	Services To Buildings
821	Elementary & Secondary Schools

Gender

Most employees are male; some are female.

EMPLOYER REQUIREMENTS

Job Skills

Technical

Possession of a valid driver's license
Window washing skills
Lawn and garden care skills
Painting skills
Carpentry skills

Bondable
Ability to shampoo carpets
Brush painting skills
Ceramic or floor tile repair skills

Physical

Ability to lift at least 100 lbs.

Personal

Ability to work independently
Possession of a reliable vehicle

Willingness to work with close supervision

Basic

Oral communication skills
Ability to write legibly

Ability to read and follow instructions
Basic math skills

JANITORS & CLEANERS

- EXCEPT MAIDS & HOUSEKEEPING CLEANERS

OES Code: 670050

15 Firms Responded - 162 Employees - 31 New Hires

Surveyed: 2001

Work Experience	Yes	No	Not Required But preferred
Work experience required (Ave. 10 months)	Some	Some	Many
Other occupational experience accepted	Few	Almost all	NA
Other exp.: (Ave. 12 months): Cleaning related positions.			

Education: Minimum Requirement

Less than high schoolSome
High school graduate or equivalent..... Almost all

Computer Software

Employers do not seek applicants with software skills.

Training	Yes	No	Not Required But preferred
Training acceptable in lieu of experience (Ave. 8 months)	Many	Many	NA
Technical or Vocational Training required	Few	All	Few
Type of acceptable training: (Ave. 0 months): No response from employers.			

BENEFITS & WAGES

Hourly Wages - Union

	Low	High	Median
New Hire, No Exp.	\$8.00	\$11.37	\$9.69
New Hire, W/Exp.	\$7.19	\$11.82	\$10.02
3+ Years W/Firm	\$8.63	\$13.42	\$12.07

Hourly Wages - NonUnion

	Low	High	Median
New Hire, No Exp.	\$6.25	\$10.83	\$7.22
New Hire, W/Exp.	\$6.25	\$10.83	\$7.36
3+ Years W/Firm	\$7.00	\$12.57	\$8.58

Many positions are full-time, with employees working 38 to 40 hours/week. Some of the positions are part-time, with employees working 15 to 35 hours/week. Few are temporary positions, with employees working 6 to 20 hours/week. Most employers have a day shift and swing shift; some have a graveyard shift.

Benefits—Full-time employees

	Paid by:	Employer	Shared	Employee
Vacation		Many	Few	Few
Sick Leave		Many	Few	Few
Retirement Plan		Some	Few	Few
Medical Insurance		Many	Some	Few
Dental Insurance		Many	Few	Few
Vision Insurance		Some	Few	Few
Life Insurance		Few	Few	Few
Child Care		Few	Few	Few

OTHER

Many employers provide promotional opportunities into occupations such as Lead Janitor, Maintenance Workers, Custodian II & III, Team Leader, or Director of Transportation.

ASSESSMENT CODES

Specific Vocational Preparation (SVP): 3
(Over 30 days up to and including 3 months)

General Education Development (GED)

Reasoning Development 3
Mathematical Development 2
Language Development..... 3

G-Intelligence 3
V-Verbal aptitude 4
N-Numerical Aptitude 3
S-Spatial Aptitude 3
P-Form Perception 4
Q-Clerical Perception 4

Aptitudes:

K-Motor Coordination.....3
F-Finger Dexterity4
M-Manual Dexterity3
E-Eye/Hand/Foot Coordination4
C-Color Discrimination4

GOE Code: 05.12.15

California Occupational Guide #88

ALL = 100% OF RESPONDING EMPLOYERS. **ALMOST ALL** = 80% - <100% OF RESPONDING EMPLOYERS. **MOST** = 60% - <80% OF RESPONDING EMPLOYERS
MANY = 40% - <60% OF RESPONDING EMPLOYERS. **SOME** = 20% - <40% OF RESPONDING EMPLOYERS. **FEW** = LESS THAN 20% OF RESPONDING EMPLOYERS

LABORERS, LANDSCAPING & GROUNDSKEEPING

OES Code: 790410

Surveyed: 2001

14 Firms Responded - 184 Employees - 102 New Hires

DESCRIPTION

Landscaping and Groundskeeping Laborers landscape and/or maintain grounds of property using hand or power tools or equipment. May work in nursery facility or at customer location. Workers typically perform a variety of tasks, which may include any combination of the following; sod laying, mowing, trimming, planting, watering, fertilizing, digging, raking, and sprinkler installation. Workers may help brick and stone masons.

Related DOT Titles

Title	DOT Code
Greenskeeper 2	406.683-010
Cemetery Worker	406.684-010
Groundskeeper, Industrial-Comm.	406.684-014
Groundskeeper, Parks and Grounds	406.687-010

EMPLOYMENT TRENDS

Supply & Demand

Employer demand is somewhat greater than the supply of experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times. Qualified applicants encounter little competition in their job search. Most employment opportunities are generated through turnover; some are from growth; and few are from promotions or temporary positions. The top three most successful recruitment methods are walk-in applicants, employee referrals, and newspaper ads or word of mouth.

Projections (EDD/LMID Projection of Employment)

Size of Occupation: Very large

Growth Rate: Faster than average

Job Growth	28.6%	Forecast
Openings	140	1997 490
Separations	110	2004 630

Many employers report growth in occupational employment over the last 12 months; many report stability. Over the next 2 years, many employers expect growth in occupational employment; many expect stability.

Where the Jobs Are

SIC Industry

078	Landscape & Horticultural Services
152	Residential Building Construction
799	Misc. Amusement, Recreation Services
821	Elementary & Secondary Schools

Gender

Almost all employees are male; few are female.

EMPLOYER REQUIREMENTS

Job Skills

Technical

Pruning skills
Knowledge of gardening tools
Sprinkler installation skills
Possession of a valid driver's license
Plumbing repair skills

Lawn and garden care skills
Sprinkler repair skills
Ability to operate a tractor
Knowledge of horticulture
Knowledge of pesticides and herbicides

Physical

Ability to lift 75 lbs. repeatedly

Personal

Ability to work independently
Willingness to work with close supervision

Public contact skills
Possession of a reliable vehicle

Basic

Oral communication skills
Ability to write legibly

Ability to read and follow instructions
Basic math skills

EMPLOYER REQUIREMENTS (continued)

Work Experience	Yes	No	Not Required But preferred
Work experience required (Ave. 11 months)	Some	Some	Some
Other occupational experience accepted	Many	Many	NA
Other experience: (Ave. 12 months): Building Maintenance, Park Maintenance, Golf Course Maintenance.			

Education: Minimum Requirement

Less than high school Many
 High school graduate or equivalent..... Many

Computer Software

Employers do not seek applicants with software skills.

Training	Yes	No	Not Required But preferred
Training acceptable in lieu of experience (Ave. 5 months)	Many	Many	NA
Technical or Vocational Training required	Few	All	Few
Type of training: (Ave. 0 months): No response from employers.			

BENEFITS & WAGES**Hourly Wages - Union**

	Low	High	Median
New Hire, No Exp.	\$11.37	\$11.37	\$11.37
New Hire, W/Exp.	\$11.39	\$11.82	\$11.51
3+ Years W/Firm	\$12.55	\$13.55	\$12.78

Hourly Wages - NonUnion

	Low	High	Median
New Hire, No Exp.	\$6.25	\$8.63	\$7.50
New Hire, W/Exp.	\$6.25	\$11.51	\$8.00
3+ Years W/Firm	\$8.50	\$15.00	\$10.50

Other Compensation (NonUnion only): Some employers pay yearly bonuses of \$100 to \$500.

Almost all positions are full-time, with employees working 40 hours/week. Few of the positions are part-time, with employees working 20 to 33 hours/week. Few are seasonal positions, with employees working 20 hours/week. All employers have a day shift.

Benefits—Full-time employees

	<u>Paid by:</u>	Employer	Shared	Employee
Vacation		Most	Few	Few
Sick Leave		Many	Few	Few
Retirement Plan		Many	Few	Few
Medical Insurance		Many	Some	Few
Dental Insurance		Some	Few	Few
Vision Insurance		Some	Few	Few
Life Insurance		Some	Few	Few
Child Care		Few	Few	Few

OTHER

Almost all employers provide promotional opportunities into occupations such as Supervisor, Maintenance Repairer, Foreman, Park Worker II, Head Grounds Keeper, or a management position.

ASSESSMENT CODES

Specific Vocational Preparation (SVP): 4
 (Over 3 months up to and including 6 months)

General Education Development (GED)

Reasoning Development 3
 Mathematical Development 2
 Language Development..... 3

G-Intelligence 3
V-Verbal aptitude 4
N-Numerical Aptitude 4
S-Spatial Aptitude 3
P-Form Perception 3
Q-Clerical Perception 4

Aptitudes:

K-Motor Coordination3
F-Finger Dexterity3
M-Manual Dexterity3
E-Eye/Hand/Foot Coordination4
C-Color Discrimination3

GOE Code: 03.04.04

California Occupational Guide #320

ALL = 100% OF RESPONDING EMPLOYERS. **ALMOST ALL** = 80% - <100% OF RESPONDING EMPLOYERS. **MOST** = 60% - <80% OF RESPONDING EMPLOYERS
MANY = 40% - <60% OF RESPONDING EMPLOYERS. **SOME** = 20% - <40% OF RESPONDING EMPLOYERS. **FEW** = LESS THAN 20% OF RESPONDING EMPLOYERS

LOAN OFFICERS & COUNSELORS

OES Code: 211080

Surveyed: 2000

13 Firms Responded - 55 Employees - 9 New Hires

DESCRIPTION

Loan Officers and Counselors evaluate, authorize, or recommend approval of commercial or real estate loans and credit loans or advise borrowers on financial status and methods of payments. Please include such occupations as Mortgage Loan Officers or Agents, Collection Analysts, and Loan Servicing Officers.

Related DOT Titles	
Title	DOT Code
Loan Counselor	186.267-014
Loan Officer	186.267-018

EMPLOYMENT TRENDS

Supply & Demand

Employer demand is somewhat greater than the supply of experienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search. For inexperienced applicants, supply is considerably greater than demand, creating a very competitive job market for applicants. Most employment opportunities are generated through turnover, some are from growth. The top three most successful recruitment methods for employers are school program referrals, colleges and universities, and newspaper ads.

Projections (EDD/LMID Projection of Employment)

Size of Occupation: Small
Growth Rate: Remain Stable

		Forecast	
Job Growth	0.0%		
Openings	0	1997	60
Separations	10	2004	60

Most employers report stability in occupational employment over the last 12 months; some report growth. Over the next 2 years, most employers expect growth in occupational employment; some expect stability.

Gender

Most employees are female; some are male.

Where the Jobs Are

SIC	Industry
602	Commercial Banks
606	Credit Unions
614	Personal Credit Institutions
901	Federal Government

EMPLOYER REQUIREMENTS

Job Skills

Technical

Ability to interview others for information
Ability to use a calculator
Ability to write effectively
Customer service skills
Knowledge of data base software
Knowledge of word processing software
Record keeping skills
Telephone answering skills

Ability to type at least 40 wpm
Ability to use personal computers
Bondable
Knowledge of business math
Knowledge of spreadsheet software
Public contact skills
Skilled at clerical detail work

Personal

Ability to work independently

Ability to work under pressure

Basic

Ability to write legibly
Ability to read and follow instructions

Oral communication skills

EMPLOYER REQUIREMENTS (continued)

Work Experience	Yes	No	Not Required But preferred
Work experience required (Ave. 25 months)	Many	Few	Many
Other occupational experience accepted	Many	Many	NA
Other experience: (Ave. 20 months): Teller, Bookkeeper, Cashier, Clerical position, Commercial Lender			

Education: Minimum Requirement

High school graduate or equivalent..... Many
 AA Degree Few
 BA Degree Some

Computer Software

Some employers seek applicants with word
 processing skills and/or spreadsheet software
 skills.

Training	Yes	No	Not Required But preferred
Training acceptable in lieu of experience	Few	Almos t all	NA
Technical or Vocational Training required	Many	Most	Few
Type of training: (Ave. 9 months): Business, Consumer Loan, or ag. related courses			

BENEFITS & WAGES

Hourly Wages

	Low	High	Median
New Hire, No Exp.	\$5.76	\$11.53	\$7.00
New Hire, W/Exp.	\$6.92	\$16.83	\$9.61
3+ Years W/Firm	\$7.50	\$19.23	\$12.00

Almost all positions are full-time, with employees
 working 35 to 40 hours/week. Few are part-time, with
 employees working 30 hours/week. All employers
 have a day shift.

Benefits—Full-time employees

	<u>Paid by:</u>	Employer	Shared	Employee
Vacation		All	Few	Few
Sick Leave		All	Few	Few
Retirement Plan		Almost all	Few	Few
Medical Insurance		Almost all	Few	Few
Dental Insurance		Almost all	Few	Few
Vision Insurance		Almost all	Few	Few
Life Insurance		Almost all	Few	Few
Child Care		Few	Few	Few

OTHER

Most employers provide promotional opportunities into
 occupations such as Branch Manager, Assistant
 Manager, Senior Loan Officer, Management, Loan
 Manager, or Loan Officer - Level 2

ASSESSMENT CODES

Specific Vocational Preparation (SVP): 7
 (Over 1 year up to and including 2 years)

General Education Development (GED)

Reasoning Development 5
 Mathematical Development 4
 Language Development..... 4

G-Intelligence 2
V-Verbal aptitude 2
N-Numerical Aptitude 3
S-Spatial Aptitude 4
P-Form Perception 4
Q-Clerical Perception 3

Aptitudes:

K-Motor Coordination4
F-Finger Dexterity4
M-Manual Dexterity4
E-Eye/Hand/Foot Coordination5
C-Color Discrimination5

GOE Code: 11.06.03

California Occupational Guide #NA

ALL = 100% OF RESPONDING EMPLOYERS. **ALMOST ALL** = 80% - <100% OF RESPONDING EMPLOYERS. **MOST** = 60% - <80% OF RESPONDING EMPLOYERS
MANY = 40% - <60% OF RESPONDING EMPLOYERS. **SOME** = 20% - <40% OF RESPONDING EMPLOYERS. **FEW** = LESS THAN 20% OF RESPONDING EMPLOYERS

MACHINISTS

OES Code: 891080

Surveyed: 2000

15 Firms Responded - 125 Employees - 6 New Hires

DESCRIPTION

Machinists set up and operate machine tools and fit and assemble parts to make or repair metal parts, mechanisms, tools or machines by applying their knowledge of mechanics, shop mathematics, metal properties, and layout machining procedures. They study specifications, such as blueprints, sketches, or descriptions of parts to be replaced, and they plan sequences of operations.

Related DOT Titles

Title	DOT Code
Machinist	600.280-022
Machinist Apprentice	600.280-026
Automotive Machinist	600.280-034
Maintenance Machinist	600.280-042

EMPLOYMENT TRENDS

Supply & Demand

Employer demand is somewhat greater than the supply of experienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search. For inexperienced applicants, supply is considerably greater than demand, creating a very competitive job market for applicants. Most employment opportunities are generated through turnover, some are from growth. The top three most successful recruitment methods for employers are newspaper ads, employee referrals, and in-house promotions or transfers.

Projections (EDD/LMID Projection of Employment)

Size of Occupation: Small

Growth Rate: Faster than average

Job Growth	25.0%	Forecast	
Openings	10	1997	40
Separations	10	2004	50

Almost all employers report stability in occupational employment over the previous 12 months; few report growth. Over the next 24 months, some employers expect growth in occupational employment; almost all expect stability.

Where the Jobs Are

SIC Industry

202	Dairy Products
345	Screw Machine Products, Bolts, Etc.
364	Electric Lighting and Wiring Equipment
769	Miscellaneous Repair Shops

Gender

Almost all employees are male; few are female.

EMPLOYER REQUIREMENTS

Job Skills

Technical

Ability to use hand tools
Shop math skills
Ability to write effectively

Ability to use precision tools
Ability to use blueprints
Ability to operate numerically controlled (NC) machines

Physical

Ability to perform precision work
Ability to stand continuously for 2 or more hours

Manual dexterity
Ability to lift at least 50 lbs. repeatedly

Personal

Ability to work with close supervision
Ability to provide own hand tools

Willingness to work with close supervision

Basic

Ability to write legibly
Ability to read and follow instructions

Oral communication skills

EMPLOYER REQUIREMENTS (continued)

Work Experience	Yes	No	Not Required But preferred
Work experience required (Ave. 29 months)	Almost all	Few	Few
Other occupational experience accepted	Few	Almost all	NA
Other experience: (Ave. 42 months): Welder/Welding, Auto Repairer/ Office Manager			

Education: Minimum Requirement

Less than high school Many
 High school graduate or equivalent..... Many
 AA Degree Few

Computer Software

Few employers seek applicants with word
 processing skills and/or spreadsheet software skills.

Training	Yes	No	Not Required But preferred
Training acceptable in lieu of experience	Many	Most	NA
Technical or Vocational Training required	Some	Many	Some
Type of training: (Ave. 7 months): Machinery courses, welding courses			

BENEFITS & WAGES**Hourly Wages**

	Low	High	Median
New Hire, No Exp.	\$6.00	\$7.87	\$6.00
New Hire, W/Exp.	\$6.00	\$12.00	\$9.00
3+ Years W/Firm	\$9.00	\$15.00	\$12.00

Almost all positions are full-time, with employees
 working 40 hours/week. Few are part-time, with
 employees working 30 hours/week. All employers
 have a day shift and few have a swing shift.

Benefits—Full-time employees

	<u>Paid by:</u>	Employer	Shared	Employee
Vacation		Most	Few	Few
Sick Leave		Some	Few	Few
Retirement Plan		Many	Few	Few
Medical Insurance		Most	Few	Few
Dental Insurance		Some	Few	Few
Vision Insurance		Some	Few	Few
Life Insurance		Some	Few	Few
Child Care		Few	Few	Few

OTHER

Many employers provide promotional opportunities
 into occupations such as Floor Supervisor, Group
 Leader/Foreman, Supervisor, or a management
 position.

ASSESSMENT CODES**Specific Vocational Preparation (SVP): 7**

(Over 2 years up to and including 4 years)

General Education Development (GED)

Reasoning Development 4

Mathematical Development 4

Language Development..... 4

G-Intelligence..... 2

V-Verbal aptitude 3

N-Numerical Aptitude 3

S-Spatial Aptitude 2

P-Form Perception 2

Q-Clerical Perception 4

Aptitudes:

K-Motor Coordination.....3

F-Finger Dexterity2

M-Manual Dexterity2

E-Eye/Hand/Foot Coordination5

C-Color Discrimination4

GOE Code: 05.05.07

California Occupational Guide #9

ALL = 100% OF RESPONDING EMPLOYERS. ALMOST ALL = 80% - <100% OF RESPONDING EMPLOYERS. MOST = 60% - <80% OF RESPONDING EMPLOYERS
 MANY = 40% - <60% OF RESPONDING EMPLOYERS. SOME = 20% - <40% OF RESPONDING EMPLOYERS. FEW = LESS THAN 20% OF RESPONDING EMPLOYERS

MAIDS & HOUSEKEEPING CLEANERS

OES Code: 670020

Surveyed: 1999

15 Firms Responded - 153 Employees - 61 New Hires

DESCRIPTION

Maids and Housekeeping Cleaners perform any combination of tasks to maintain rooms in commercial establishments, such as hotels, restaurants and hospitals, in a clean and orderly condition. Their duties include making beds, replenishing linens, cleaning rooms and halls, and arranging furniture.

Related DOT Titles

Title	DOT Code
Cleaner, Hospital	323.687-010
Cleaner, Housekeeping	323.687-014
Housecleaner	323.687-018

EMPLOYMENT TRENDS

Supply & Demand

Supply of experienced and inexperienced applicants is considerably greater than demand, creating a very competitive job market for qualified applicants. Many of the positions filled over the previous 12 months were from turnover or separation; some were from growth; and few were from promotions or temporary positions. The three most successful recruitment methods for employers are newspaper ads, walk-in applicants, and employees' referrals.

Projections (EDD/LMID Projection of Employment)

Size of Occupation: Large
Growth Rate: Remain stable

Job Growth	0.0%	Forecast
Openings	0	1997 290
Separations	40	2004 290

Many employers report the same occupational size as last year; many report growth. Over the next 24 months, most employers expect occupational size to remain stable at their firm; some expect growth.

Where the Jobs Are

SIC Industry

651	Real Estate Operators and Lessors
701	Hotels and Motels
805	Nursing and Personal Care Facilities
806	Hospitals

Gender

Almost all employees are female; few are male.

EMPLOYER REQUIREMENTS

Job Skills

Technical

Ability to operate commercial cleaners
Knowledge of commercial laundry machines

Knowledge of cleaning compounds and solutions
Bondable

Physical

Ability to lift at least 50 lbs.

Personal

Ability to work independently
Ability to perform basic mathematical computations

Willingness to work with close supervision

Basic

Ability to follow oral instructions
Ability to write legibly

Ability to read and follow instructions

EMPLOYER REQUIREMENTS (continued)

Work Experience	Yes	No	Not Required But preferred
Work experience required (Ave. 11 months)	Few	Most	Some
Other occupational experience accepted	Some	Almost all	NA
Other experience: (Ave. of 6 months): Any work experience			

Education: Minimum Requirement

Less than high school Almost all
High school graduate or equivalent.....Some

Training	Yes	No	Not Required But preferred
Training acceptable in lieu of experience	Most	Many	NA
Technical or Vocational Training required	Few	Almost all	Few
Type of acceptable training: Housekeeping Services			

BENEFITS & WAGES**Hourly Wages**

	Low	High	Median
New Hire, No Exp.	\$5.75	\$6.50	\$5.75
New Hire, W/Exp.	\$5.75	\$7.00	\$6.00
3+ Years W/Firm	\$5.75	\$8.00	\$6.50

Most of the positions are full-time, with employees working 30 to 40 hours/week. Some positions are part-time, with employees working 20 to 30 hours/week. Few are temporary/on-call, with employees working 14 hours/week. Almost all employers have a day shift, some have a swing or graveyard shift.

Benefits:

	Full-time	Part-time
Vacation	Many	Some
Sick Leave	Some	Few
Retirement Plan	Some	Few
Medical Insurance	Many	Few
Dental Insurance	Some	Few
Vision Insurance	Few	Few
Life Insurance	Few	Few
Child Care	Few	Few

OTHER

Almost all employers provide promotional opportunities into occupations such as Head Housekeeper, Supervisor, Manager, or Administrator.

ASSESSMENT CODES

Specific Vocational Preparation (SVP): 4
(Over 3 months up to and including 6 months)

General Education Development (GED)

Reasoning Development 4
Mathematical Development 3
Language Development..... 3

G-Intelligence 3
V-Verbal aptitude 3
N-Numerical Aptitude 3
S-Spatial Aptitude 4
P-Form Perception 4
Q-Clerical Perception 2

Aptitudes:

K-Motor Coordination2
F-Finger Dexterity3
M-Manual Dexterity4
E-Eye/Hand/Foot Coordination5
C-Color Discrimination4

GOE Code: 07.02.04

California Occupational Guide #NA

ALL = 100% OF RESPONDING EMPLOYERS. **ALMOST ALL** = 80% - <100% OF RESPONDING EMPLOYERS. **MOST** = 60% - <80% OF RESPONDING EMPLOYERS
MANY = 40% - <60% OF RESPONDING EMPLOYERS. **SOME** = 20% - <40% OF RESPONDING EMPLOYERS. **FEW** = LESS THAN 20% OF RESPONDING EMPLOYERS

MAINTENANCE REPAIRERS - GENERAL UTILITY

OES Code: 851320

Surveyed: 2001

16 Firms Responded - 106 Employees - 47 New Hires

DESCRIPTION

General Utility Maintenance Repairers perform work involving two or more maintenance skills to keep the machines, mechanical equipment, and/or structure of an establishment in repair. This occupation is generally found in a small establishment where specialization in maintenance work is impractical. Their duties may involve pipefitting, boilermaking,

insulating, welding, machining, machine and equipment repairing, carpentry, and electrical work, as well as planning and laying out of work relating to repairs; repairing electrical and/or mechanical equipment; installing, aligning and balancing new equipment; and repairing buildings, floors, or stairs.

Related DOT Titles

Title	DOT Code
Fire-Fighting-Equipment Specialist	638.281-010
Maintenance Repairer, Industrial	899.261-014
Maintenance Repairer Building	899.381-010

EMPLOYMENT TRENDS

Supply & Demand

Employer demand is somewhat greater than the supply of experienced applicants. Employers may have some difficulty finding qualified applicants at times. Qualified applicants encounter little competition in their job search. Few employers hire the inexperienced, but for those who do, supply is considerably greater than demand, creating a very competitive job market for inexperienced applicants. Almost all employment opportunities are generated through turnover, few are from promotions or growth. The three most successful recruitment methods for employers are newspaper ads, employee referrals, and in-house promotions/walk-in applicants/word of mouth.

Projections (EDD/LMID Projection of Employment)

Size of Occupation: Very large

Growth Rate: Average

Job Growth	18.8%	Forecast
Openings	130	1997 690
Separations	110	2004 820

Almost all employers report stability in occupational employment over the previous 12 months; few report growth. Over the next 2 years, almost all employers expect stability in occupational employment; few expect growth.

Gender

All employees are male; few are female.

Where the Jobs Are

SIC Industry

201	Meat Products
651	Real Estate Operators & Lessors
821	Elementary & Secondary Schools
903	Local Government, Except Hosp. & Educ.

EMPLOYER REQUIREMENTS

Job Skills

Technical

Ability to operate power hand tools	Electrical repair skills
Painting skills	Plumbing repair skills
Carpentry skills	Ability to read blueprints
Recordkeeping skills	Ability to do cement work
Gas welding skills	Arc welding skills
Ability to repair and install heating and air conditioning systems	

Physical

Ability to lift at least 50 lbs. repeatedly

Personal

Ability to work independently	Ability to provide own hand tools
Willingness to work with close supervision	

Basic

Oral communication skills	Ability to read and follow instructions
Ability to write legibly	Basic math skills

EMPLOYER REQUIREMENTS (continued)

Work Experience	Yes	No	Not Required But preferred
Work experience required (Ave. 18 months)	Almost all	Few	Few
Other occupational experience accepted	Many	Most	NA
Other experience: (Ave. 12 months): Building Trades positions, maintenance positions, welding			

Education: Minimum Requirement

Less than high schoolSome
High school graduate or equivalent..... Most

Computer Software

Computer software experience is not required by
employers.

Training	Yes	No	Not Required But preferred
Training acceptable in lieu of experience (Ave. 8 months)	Many	Many	NA
Technical or Vocational Training required	Few	Most	Few
Type of training: (Ave. 8 months): Basic wiring/electrical, mechanic courses, any maintenance			

BENEFITS & WAGES

Hourly Wages - Union

	Low	High	Median
New Hire, No Exp.	NA	NA	NA
New Hire, W/Exp.	\$9.23	\$15.85	\$12.18
3+ Years W/Firm	\$12.88	\$19.81	\$14.60

Hourly Wages - NonUnion

	Low	High	Median
New Hire, No Exp.	\$8.63	\$12.06	\$10.35
New Hire, W/Exp.	\$7.00	\$14.50	\$9.59
3+ Years W/Firm	\$9.00	\$18.00	\$13.00

Almost all of the positions are full-time, with employees working 40 to 60 hours/week. Few positions are part-time, with employees working 20 to 24 hours/week. Almost all employers have a day shift, few have a swing shift, graveyard shift, or on-call shift.

Benefits—Full-time employees

	Paid by:	Employer	Shared	Employee
Vacation		Most	Few	Few
Sick Leave		Many	Few	Few
Retirement Plan		Many	Few	Few
Medical Insurance		Many	Some	Few
Dental Insurance		Many	Some	Few
Vision Insurance		Some	Some	Few
Life Insurance		Many	Few	Few
Child Care		Few	Few	Few

OTHER

Many employers provide promotional opportunities into occupations such as Foreman, Maintenance Worker II/III, Manager, Supervisor, or a lead position.

ASSESSMENT CODES

Specific Vocational Preparation (SVP): 7

(Over 2 years up to and including 4 years)

General Education Development (GED)

Reasoning Development 4

Mathematical Development 3

Language Development..... 3

G-Intelligence..... 3

V-Verbal aptitude 3

N-Numerical Aptitude 3

S-Spatial Aptitude 2

P-Form Perception 2

Q-Clerical Perception 4

Aptitudes:

K-Motor Coordination.....3

F-Finger Dexterity3

M-Manual Dexterity2

E-Eye/Hand/Foot Coordination4

C-Color Discrimination4

MEDICAL RECORDS TECHNICIANS

OES Code: 329110

Surveyed: 1999

16 Firms Responded - 64 Employees - 12 New Hires

DESCRIPTION

Medical Records Technicians compile and maintain medical records of hospital and clinic patients.

Related DOT Titles	
Title	DOT Code
Medical Records Technician	323.687-010

EMPLOYMENT TRENDS

Supply & Demand

Employer demand is somewhat greater than the supply of experienced applicants. Employers may have some difficulty find qualified applicants at times and applicants may find little competition in their job seeking. Supply of inexperienced applicants is considerably greater than demand, creating a competitive job market for job seekers. Many of the positions filled over the last 12 months were from turnover/separations; some from growth; and few from temporary/on-call positions. The three most successful recruitment methods for employers are newspaper ads, word of mouth, and employees' referrals.

Projections (EDD/LMID Projection of Employment)

Size of Occupation: Small

Growth Rate: Much faster than average

Job Growth		Forecast	
Openings	10	1997	40
Separations	10	2004	30

Most employers report the same occupational size as last year; some report growth. Over the next 24 months, most employers expect employment at their firm to remain stable; some expect growth.

Where the Jobs Are

SIC Industry

801 Offices and Clinics of Medical Doctors
806 Hospitals

Gender

Almost all employees are female; few are male.

EMPLOYER REQUIREMENTS

Job Skills

Technical

Ability to follow medical records control procedures	Alphabetic and numeric filing skills
ICD-9-CM coding skills	Understanding of Medicare rules and regulations
Knowledge of medical terminology	Knowledge of disease processes
Knowledge of DRGs	

Personal

Ability to pay attention to detail	Ability to work independently
Willingness to work with close supervision	

Basic

Ability to write legibly	Oral communication skills
Basic math skills	

EMPLOYER REQUIREMENTS (continued)

Work Experience	Yes	No	Not Required But preferred
Work experience required (Ave. 9 months)	Few	Many	Few
Other occupational experience accepted	Most	Some	NA
Other experience: (Ave. 9 months): Receptionist, Clerical field, Health Care field, secretary, or typists.			

Education: Minimum Requirement

Less than high school Few
 High school graduate or equivalent..... Almost all
 BA Degree..... Few

Training	Yes	No	Not Required But preferred
Training acceptable in lieu of experience	Many	Many	NA
Technical or Vocational Training required	Few	Almost all	Few
Type of acceptable training: Medical Assistant, Billing			

BENEFITS & WAGES**Hourly Wages**

	Low	High	Median
New Hire, No Exp.	\$5.75	\$7.19	\$6.50
New Hire, W/Exp.	\$5.75	\$8.00	\$7.00
3+ Years W/Firm	\$6.32	\$10.47	\$8.25

Almost all of the positions are full-time, with employees working 32 to 40 hours/week. Few positions are part-time, with employees working 15 to 20 hours/week. All employers only have a day shift.

Benefits:

	Full-time	Part-time
Vacation	Almost all	Few
Sick Leave	Most	Few
Retirement Plan	Most	Few
Medical Insurance	Almost all	Few
Dental Insurance	Many	Few
Vision Insurance	Some	Few
Life Insurance	Some	Few
Child Care	Few	Few

OTHER

Most employers do not provide promotional opportunities.

ASSESSMENT CODES

Specific Vocational Preparation (SVP): 6
 (Over 1 year up to and including 2 years)

General Education Development (GED)

Reasoning Development 4
 Mathematical Development 3
 Language Development..... 4

G-Intelligence 2
V-Verbal aptitude 2
N-Numerical Aptitude 3
S-Spatial Aptitude 4
P-Form Perception 4
Q-Clerical Perception 3

Aptitudes:

K-Motor Coordination4
F-Finger Dexterity3
M-Manual Dexterity4
E-Eye/Hand/Foot Coordination5
C-Color Discrimination5

GOE Code: 07.05.03

California Occupational Guide #134

ALL = 100% OF RESPONDING EMPLOYERS. **ALMOST ALL** = 80% - <100% OF RESPONDING EMPLOYERS. **MOST** = 60% - <80% OF RESPONDING EMPLOYERS
MANY = 40% - <60% OF RESPONDING EMPLOYERS. **SOME** = 20% - <40% OF RESPONDING EMPLOYERS. **FEW** = LESS THAN 20% OF RESPONDING EMPLOYERS

NURSE AIDES, ORDERLIES, ATTENDANTS

OES Code: 660080

Surveyed: 2001

15 Firms Responded - 576 Employees - 122 New Hires

DESCRIPTION

Nurse Aides work under the direction of nursing or medical staff to provide auxiliary services in the care of patients. They perform duties such as answering patients' call bells, serving and collecting food trays, and feeding patients. Nurse Aides may be called Assistants, Attendants, or Orderlies. Orderlies are primarily concerned with the care of male patients, setting up equipment, and relieving nurses of heavier work. Please do not include Psychiatric Aides and Homehealth Aides.

Related DOT Titles	
Title	DOT Code
Nurse, Practical	354.374-010
Nurse Aide	355.674-014
Orderly	355.674-018

EMPLOYMENT TRENDS

Supply & Demand

Employer demand is somewhat greater than the supply of experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times. Qualified applicants encounter little competition in their job search. Most employment opportunities are generated through turnover, some are from growth, and few are from promotions. The three most successful recruitment methods are newspaper ads, walk-in applicants, and word of mouth.

Projections (EDD/LMID Projection of Employment)

Size of Occupation: Very large

Growth Rate: Slower than average

Job Growth	13.0%	Forecast	
Openings	90	1997	690
Separations	70	2004	780

Most employers report stability in occupational employment over the last 12 months; some report growth. Over the next 2 years, most employers expect stability in occupational employment; some expect growth; and few expect a decline.

Where the Jobs Are

SIC Industry

805	Nursing & Personal Care Facilities
836	Residential Care

Gender

Few employees are male; almost all are female.

EMPLOYER REQUIREMENTS

Job Skills

Technical

Ability to provide personal services to patients
Recordkeeping skills
Ability to apply dressings and compresses
Possession of Nurses Aid Certificate
Knowledge of orthopedic care
Post surgical care skills

Ability to administer emergency first aid
Ability to apply transferring techniques moving patients
Ability to perform CPR
Understanding of asepsis
Knowledge of surgical preparation procedures

Personal

Ability to handle crisis situations
Willingness to work with close supervision

Ability to work independently

Basic

Ability to read and follow instructions
Oral communication skills

Ability to write legibly
Basic math skills

EMPLOYER REQUIREMENTS (continued)

Work Experience	Yes	No	Not Required But preferred
Work experience required (Ave. 8 months)	Many	Few	Some
Other occupational experience accepted	Few	Almost all	NA
Other experience: (Ave. 3 months): Medical Assistant			

Education: Minimum Requirement

Less than high school Few
 High school graduate or equivalent..... Almost all

Computer Software

Few employers seek applicants with word processing software skills, Medical Manager software skills, or Paradox software skills.

Training	Yes	No	Not Required But preferred
Training acceptable in lieu of experience	Many	Most	NA
Technical or Vocational Training required	Many	Many	Few
Type of training: (Ave. 6 months): CNA courses, Volunteer Aide Training, Medical Assisting,			

BENEFITS & WAGES**Hourly Wages**

	Low	High	Median
New Hire, No Exp.	\$6.25	\$7.60	\$7.28
New Hire, W/Exp.	\$6.25	\$8.97	\$7.50
3+ Years W/Firm	\$7.14	\$10.00	\$8.50

Other Compensation: Few employers pay yearly bonuses of \$100 to \$300.

Almost all of the positions are full-time, with employees working 39 to 40 hours/week. Few positions are part-time, with employees working 8 to 30 hours/week. Few positions are temporary or on-call, with employees working 18 to 32 hours/week. All employers have a day shift; most have a swing shift; and many have a graveyard shift.

Benefits—Full-time employees

	<u>Paid by:</u>	Employer	Shared	Employee
Vacation		Most	Few	Few
Sick Leave		Most	Few	Few
Retirement Plan		Some	Few	Few
Medical Insurance		Many	Many	Few
Dental Insurance		Some	Some	Few
Vision Insurance		Some	Some	Few
Life Insurance		Some	Some	Few
Child Care		Few	Few	Few

OTHER

Almost all employers provide promotional opportunities into occupations such as LVN (with additional training), Assistant Manager, Health Manager, Nursing Supervisor, RN (with additional training), or Social Services.

ASSESSMENT CODES

Specific Vocational Preparation (SVP): 4
 (Over 3 months up to and including 6 months)

General Education Development (GED)

Reasoning Development 3
 Mathematical Development 2
 Language Development..... 2

G-Intelligence 4
V-Verbal aptitude 4
N-Numerical Aptitude 4
S-Spatial Aptitude 4
P-Form Perception 4
Q-Clerical Perception 3

Aptitudes:

K-Motor Coordination 4
F-Finger Dexterity 3
M-Manual Dexterity 3
E-Eye/Hand/Foot Coordination 4
C-Color Discrimination 4

GOE Code: 10.03.02

California Occupational Guide #442

ALL = 100% OF RESPONDING EMPLOYERS. **ALMOST ALL** = 80% - <100% OF RESPONDING EMPLOYERS. **MOST** = 60% - <80% OF RESPONDING EMPLOYERS
MANY = 40% - <60% OF RESPONDING EMPLOYERS. **SOME** = 20% - <40% OF RESPONDING EMPLOYERS. **FEW** = LESS THAN 20% OF RESPONDING EMPLOYERS

PACKAGING & FILLING MACHINE OPERATORS & TENDERS OES Code: 929740

Surveyed: 2000

15 Firms Responded - 577 Employees - 118 New Hires

DESCRIPTION

Packaging and Filling Machine Operators and Tenders operate or tend machines, such as filling machines, casing running machines, ham rolling machines, preservative filling machines, baling machines, wrapping machines, and stuffing machines, to prepare industrial or consumer products, such as gas cylinders, meat and other food products, tobacco, insulation, ammunition, stuffed toys and athletic equipment, and upholstered pads, as end products or for storage and shipment.

Related DOT Titles

Title	DOT Code
Fruit Grader Operator	692.682-058
Loading Machine Operator	694.685-026
Strapping Machine Operator	694-685-058
Can Filling/Closing Machine Op.	529.685-282
Filling Machine Operator	699.685-038

EMPLOYMENT TRENDS

Supply & Demand

The supply of experienced and inexperienced applicants is considerably greater than demand, creating a very competitive job market for applicants. Most employment opportunities are generated through growth, some are from turnover, and few from temporary positions. The top three most successful recruitment methods for employers are employee referrals, in-house promotion or transfer, and newspaper ads.

Projections (EDD/LMID Projection of Employment)

Size of Occupation: Large

Growth Rate: Slower than average

Job Growth	3.1%	Forecast	
Openings	10	1997	320
Separations	40	2004	330

Many employers report growth in occupational employment over the last 12 months; many report stability; and few report a decline. Over the next 2 years, most employers expect stability; some expect growth; and few expect a decline.

Where the Jobs Are

SIC Industry

203	Preserved Fruits & Vegetables
208	Beverages
738	Miscellaneous Business Services

Gender

Most employees are male; some are female.

EMPLOYER REQUIREMENTS

Job Skills

Technical

Possess mechanical aptitude

Physical

Ability to stand for prolonged periods

Ability to lift at least 50 lbs.

Personal

Ability to work independently

Ability to do routine, repetitive work

Willingness to work with close supervision

Basic

Oral communication skills

Ability to follow oral instructions

Ability to write legibly

OES Code: 929740 PACKAGING & FILLING MACHINE OPERATORS & TENDERS

15 Firms Responded - 577 Employees - 118 New Hires

Surveyed: 2000

EMPLOYER REQUIREMENTS (continued)

Work Experience	Yes	No	Not Required But preferred
Work experience required (Ave. 15 months)	Some	Many	Some
Other occupational experience accepted	Many	Many	NA
Other experience: (Ave. 11 months): any work experience, Cannery Worker			

Education: Minimum Requirement

Less than high schoolSome
High school graduate or equivalent..... Most

Computer Software

Few employers seek applicants with word processing skills and/or spreadsheet software skills.

Training	Yes	No	Not Required But preferred
Training acceptable in lieu of experience	Some	Most	NA
Technical or Vocational Training required	Few	Almost all	Few
Type of training: (Ave. 4 months): machine operating courses			

BENEFITS & WAGES

Hourly Wages - Union

	Low	High	Median
New Hire, No Exp.	\$7.87	\$11.70	\$8.80
New Hire, W/Exp.	\$7.87	\$15.60	\$8.80
3+ Years W/Firm	\$8.68	\$16.00	\$13.76

Hourly Wages - NonUnion

	Low	High	Median
New Hire, No Exp.	\$5.75	\$15.30	\$7.25
New Hire, W/Exp.	\$5.75	\$15.30	\$7.50
3+ Years W/Firm	\$6.00	\$17.00	\$9.00

Almost all the positions are full-time, with employees working 40 hours/week. Few positions are part-time, with employees working 30 to 32 hours/week. All employers have a day shift; many have a swing shift; and many have a graveyard/night shift.

Benefits—Full-time employees

	Paid by:	Employer	Shared	Employee
Vacation		Most	Few	Few
Sick Leave		Many	Few	Few
Retirement Plan		Many	Few	Few
Medical Insurance		Most	Few	Few
Dental Insurance		Many	Few	Few
Vision Insurance		Many	Few	Few
Life Insurance		Many	Few	Few
Child Care		Few	Few	Few

OTHER

Most employers provide promotional opportunities into occupations such as Lead Operator, Lead Supervisor, Warehouse Person, Foreman, Manager, First Line Supervisor, Quality Control positions, or Operations Manager

ASSESSMENT CODES

Specific Vocational Preparation (SVP): 2

(Anything beyond short demo up to and including 30 days)

General Education Development (GED)

Reasoning Development 2

Mathematical Development 1

Language Development..... 1

G-Intelligence..... 4

V-Verbal aptitude 4

N-Numerical Aptitude 4

S-Spatial Aptitude 4

P-Form Perception 4

Q-Clerical Perception 4

Aptitudes:

K-Motor Coordination.....3

F-Finger Dexterity3

M-Manual Dexterity3

E-Eye/Hand/Foot Coordination4

C-Color Discrimination4

GOE Code: 06.04.38

California Occupational Guide #601

ALL = 100% OF RESPONDING EMPLOYERS. ALMOST ALL = 80% - <100% OF RESPONDING EMPLOYERS. MOST = 60% - <80% OF RESPONDING EMPLOYERS
MANY = 40% - <60% OF RESPONDING EMPLOYERS. SOME = 20% - <40% OF RESPONDING EMPLOYERS. FEW = LESS THAN 20% OF RESPONDING EMPLOYERS

PLUMBERS, PIPEFITTERS, & STEAMFITTERS

OES Code: 875020

Surveyed: 1999

10 Firms Responded - 101 Employees - 29 New Hires

DESCRIPTION

Plumbers, Pipefitters, and Steamfitters assemble, install, alter and repair pipe systems (metal, plastic, ceramic, composition, etc.) that carry water, steam, air, or other liquids or gases. Please do not include plumbers and pipefitters who primarily install and repair heating, air conditioning, and refrigeration systems.

Related DOT Titles

Title	DOT Code
Pipe Fitter	862.261-010
Steam Service Inspector	862.361-022
Plumber	862.381-030
Plumber Apprentice	862.391-034

EMPLOYMENT TRENDS

Supply & Demand

Employer demand is considerably greater than supply of experience and inexperienced applicants. Employers often cannot find qualified applicants when an opening exists. Many of the positions filled over the last 12 months were from turnover/separation; some were from growth or promotion. The three most successful recruitment methods for employers are walk-in applicants, the Employment Development Department, and employees' referrals.

Projections (EDD/LMID Projection of Employment)

Size of Occupation: Medium

Growth Rate: Much faster than average

Job Growth	30.0%	Forecast
Openings	30	1997 100
Separations	20	2004 130

Most employers report the same occupational size as last year; some report growth; and few report a decline. Over the next 2 years, many employers expect employment at their firm to remain stable; some expect growth or a decline in employment.

Where the Jobs Are

SIC Industry

171 Plumbing, Heating, Air-Conditioning

Gender

All employees are male.

EMPLOYER REQUIREMENTS

Job Skills

Technical

Ability to do arc welding

Ability to do soldering

Ability to use hand tools

Knowledge of cost estimating

Provide own hand tools

Ability to do gas welding

Ability to read blueprints

Knowledge of building codes

Pipefitting skills

Physical

Ability to lift at least 50 lbs.

Personal

Possess good DMV driving record

Public contact skills

Willingness to work with close supervision

Possess valid driver's license

Regular use of own reliable vehicle

Basic

Ability to perform basic mathematical computations

Ability to write legibly

Ability to read and follow instructions

Oral communications skills

EMPLOYER REQUIREMENTS (continued)

Work Experience	Yes	No	Not Required But preferred	Education: Minimum Requirement
Work experience required (Ave. 27 months)	Most	Few	Some	Less than high schoolSome High school graduate or equivalent..... Most
Other occupational experience accepted	Some	Most	NA	
Other experience: (Ave. 24 months): Electrical/Heating repair, mechanical field				

Training	Yes	No	Not Required But preferred
Training acceptable in lieu of experience	Some	Most	NA
Technical or Vocational Training required	Few	Almost all	Few
Type of acceptable training: Plumbing			

BENEFITS & WAGES**Hourly Wages**

	Low	High	Median
New Hire, No Exp.	\$5.75	\$7.50	\$7.00
New Hire, W/Exp.	\$7.00	\$17.86	\$10.00
3+ Years W/Firm	\$10.00	\$18.41	\$14.00

Almost all of the positions are full-time, with employees working 40 to 44 hours/week. Few positions are part-time, with employees working 14 to 28 hours/week. All employers have a day shift, few have a swing and graveyard shift.

Benefits:

	Full-time	Part-time
Vacation	Almost all	Few
Sick Leave	Most	Few
Retirement Plan	Some	Few
Medical Insurance	Most	Few
Dental Insurance	Many	Few
Vision Insurance	Some	Few
Life Insurance	Some	Few
Child Care	Few	Few

OTHER

Almost all employers provide promotional opportunities into occupations such as Supervisor, Manager, Head Plumber, Estimator, Foreman, or Head Mechanic.

ASSESSMENT CODES**Specific Vocational Preparation (SVP): 7**

(Over 2 years up to and including 4 years)

General Education Development (GED)

Reasoning Development 4

Mathematical Development 3

Language Development..... 3

G-Intelligence..... 3

V-Verbal aptitude 3

N-Numerical Aptitude 3

S-Spatial Aptitude 3

P-Form Perception 3

Q-Clerical Perception 4

Aptitudes:

K-Motor Coordination.....3

F-Finger Dexterity3

M-Manual Dexterity2

E-Eye/Hand/Foot Coordination4

C-Color Discrimination4

PRODUCTION INSPECTORS, TESTERS, GRADERS, SORTERS, SAMPLERS, & WEIGHERS

OES Code: 830050

Surveyed: 2000

13 Firms Responded - 341 Employees - 152 New Hires

DESCRIPTION

Production Inspectors, Testers, Graders, Sorters, Samplers, and Weighers inspect, test, grade, sort, sample, or weigh non-agricultural raw materials or processed, machined, fabricated or assembled parts or products. Work may be performed before, during, or after processing.

Related DOT Titles

Title	DOT Code
Quality Control Inspector	194.387-010
Grader	529.687-098
Sampler	579.484-010
Sorter	706.587-014
Weigher	732.687-086

EMPLOYMENT TRENDS

Supply & Demand

Employer demand is somewhat greater than the supply of experienced applicants. Employers may have some difficulty finding qualified applicants at times. For inexperienced applicants, supply is considerably greater than demand, creating a very competitive job market for inexperienced applicants. Most employment opportunities are generated through growth, some are from temporary positions, and few are from turnover. The top three most successful recruitment methods for employers are in-house promotion or transfer, employees referrals, and newspaper ads.

Projections (EDD/LMID Projection of Employment)

Size of Occupation: Large

Growth Rate: Remain stable

Job Growth	0.0%	Forecast
Openings	0	1997 190
Separations	30	2004 190

Most employers report stability in occupational employment over the last 12 months; some report growth; and few report a decline. Over the next 24 months, most employers expect stability in occupational employment; some expect growth; and few expect a decline.

Where the Jobs Are

SIC Industry

201	Meat Products
203	Preserved Fruits and Vegetables
208	Beverages
371	Motor Vehicles and Equipment

Gender

Most employees are female; some are male.

EMPLOYER REQUIREMENTS

Job Skills

Technical

Ability to analyze data to solve problems

Physical

Ability to stand for prolonged periods

Ability to lift at least 50 lbs.

Personal

Good color vision

Good vision

Willingness to work with close supervision

Ability to work independently

Basic

Ability to write legibly

Oral communication skills

Ability to read and follow instructions

PRODUCTION INSPECTORS, TESTERS, GRADERS, SORTERS, SAMPLERS, & WEIGHERS

OES Code: 830050

13 Firms Responded - 341 Employees - 152 New Hires

Surveyed: 2000

EMPLOYER REQUIREMENTS (continued)

Work Experience	Yes	No	Not Required But preferred
Work experience required (Ave. 19 months)	Some	Some	Some
Other occupational experience accepted	Some	Almost all	NA
Other experience: (Ave. 9 months): Cannery Line Worker, Food Processing Worker			

Education: Minimum Requirement

Less than high schoolSome
High school graduate or equivalent..... Many
AA Degree Few
BA Degree Few

Computer Software

Some employers seek applicants with word
processing skills, and spreadsheet software skills.
Few seek database software skills.

Training	Yes	No	Not Required But preferred
Training acceptable in lieu of experience	Few	Almost all	NA
Technical or Vocational Training required	Few	All	Few
Type of training: (Ave. 4 months): No response			

BENEFITS & WAGES

Hourly Wages

	Low	High	Median
New Hire, No Exp.	\$5.76	\$11.47	\$7.81
New Hire, W/Exp.	\$6.25	\$18.53	\$9.07
3+ Years W/Firm	\$7.40	\$20.00	\$13.00

Most positions are full-time, with employees working
40 to 48 hours/week. Some are seasonal, with
employees working 30 hours/week. All employers
have a day shift, many have a swing shift, and most
have a graveyard/night shift.

Benefits—Full-time employees

	<u>Paid by:</u>	Employer	Shared	Employee
Vacation		Almost all	Few	Few
Sick Leave		Most	Few	Few
Retirement Plan		Most	Few	Few
Medical Insurance		Most	Few	Few
Dental Insurance		Many	Few	Few
Vision Insurance		Some	Few	Few
Life Insurance		Most	Few	Few
Child Care		Few	Few	Few

OTHER

Almost all employers provide promotional opportunities
into occupations such as Sanitation, Supervisor, Quality
Control Supervisor, Management positions, Machine
Operator, Crew Leader, Quality Control Lab Technician,
or Lead Supervisor

ASSESSMENT CODES

Specific Vocational Preparation (SVP): 3
(Over 30 days up to and including 3 months)

General Education Development (GED)

Reasoning Development 2
Mathematical Development 1
Language Development..... 2

G-Intelligence 4
V-Verbal aptitude 4
N-Numerical Aptitude 4
S-Spatial Aptitude 4
P-Form Perception 3
Q-Clerical Perception 4

Aptitudes:

K-Motor Coordination4
F-Finger Dexterity4
M-Manual Dexterity4
E-Eye/Hand/Foot Coordination5
C-Color Discrimination4

GOE Code: 06.03.02

California Occupational Guide #465

ALL = 100% OF RESPONDING EMPLOYERS. **ALMOST ALL** = 80% - <100% OF RESPONDING EMPLOYERS. **MOST** = 60% - <80% OF RESPONDING EMPLOYERS
MANY = 40% - <60% OF RESPONDING EMPLOYERS. **SOME** = 20% - <40% OF RESPONDING EMPLOYERS. **FEW** = LESS THAN 20% OF RESPONDING EMPLOYERS

RECEPTIONISTS & INFORMATION CLERKS

OES Code: 553050

Surveyed: 2001

16 Firms Responded - 45 Employees - 11 New Hires

DESCRIPTION

Receptionists and Information Clerks answer inquiries and obtain information for the general public (customers, visitors, and other interested parties) concerning activities conducted at an establishment, such as the location of offices or persons within the firm, departments within the store, or services within the hotel. They may perform a variety of other clerical duties. Please do not include Receptionists who primarily operate switchboards.

Related DOT Titles

Title	DOT Code
Appointment Clerk	237-367-010
Information Clerk	327.367-018
Receptionist	237.367-038

EMPLOYMENT TRENDS

Supply & Demand

Employer demand is somewhat greater than the supply of experienced applicants. Employers may have some difficulty finding qualified applicants at times. The supply of inexperienced applicants is considerably greater than demand, creating a very competitive job market for applicants. Many employment opportunities are generated through turnover; some are from growth; and few from promotions. The top three most successful recruitment methods are newspaper ads, walk-in applicants, and the Employment Development Department.

Projections (EDD/LMID Projection of Employment)

Size of Occupation: Very large

Growth Rate: Slower than average

Job Growth	9.3%	Forecast
Openings	40	1997 430
Separations	60	2004 470

Almost all employers report stability in occupational employment over the previous 12 months; few report growth. Over the next 2 years, almost all employers expect their employment levels to remain stable; few expect growth.

Where the Jobs Are

SIC Industry

801	Offices & Clinics of Medical Doctors
802	Offices & Clinics of Dentists
811	Legal Services
872	Accounting, Auditing, & Bookkeeping

Gender

Few employees are male; almost all are female.

EMPLOYER REQUIREMENTS

Job Skills

Technical

Ability to write effectively	Telephone answering skills
Ability to operate a multi-line command phone center	Alphabetic and numeric filing skills
Ability to use word processing software	Bookkeeping skills
Ability to type at least 45 wpm	

Personal

Public contact skills	Customer service skills
Ability to work independently	Ability to work under pressure
Willingness to work with close supervision	

Basic

Oral communication skills	Ability to read and follow instructions
Ability to write legibly	Basic math skills

EMPLOYER REQUIREMENTS (continued)

Work Experience	Yes	No	Not Required But preferred
Work experience required (Ave. 12 months)	Some	Many	Few
Other occupational experience accepted	Some	Most	NA
Other experience: (Ave. 12 months): Clerical Position, Accounting			

Education: Minimum Requirement

Less than high school Few
 High school graduate or equivalent..... Almost all

Computer Software

Most employers seek applicants with word processing skills; many seek spreadsheet skills; and few seek desktop publishing skills.

Training	Yes	No	Not Required But preferred
Training acceptable in lieu of experience	Some	Most	NA
Technical or Vocational Training required	Few	All	Few
Type of training: (Ave. 6 months): No response from employer.			

BENEFITS & WAGES

Hourly Wages

	Low	High	Median
New Hire, No Exp.	\$6.25	\$8.00	\$6.25
New Hire, W/Exp.	\$6.25	\$11.51	\$7.50
3+ Years W/Firm	\$6.25	\$14.38	\$9.00

Other Compensation: Few employers pay yearly bonuses of \$50 to \$500. Few receptionists receive tips totaling \$50/month.

Most of the positions are full-time, with employees working 40 hours/week. Some positions are part-time, with employees working 16 to 30 hours/week. All employers have a day shift; few have a swing shift.

Benefits—Full-time employees

	<u>Paid by:</u>	Employer	Shared	Employee
Vacation		Many	Few	Few
Sick Leave		Many	Few	Few
Retirement Plan		Some	Few	Few
Medical Insurance		Many	Some	Few
Dental Insurance		Some	Few	Few
Vision Insurance		Few	Few	Few
Life Insurance		Many	Few	Few
Child Care		Few	Few	Few

OTHER

Most employer provide promotional opportunities into occupations such as Bookkeeper, Account Technician, entry level insurance positions, Office Manager, Shift Manager, Business Office Biller, or Case Manager.

ASSESSMENT CODES

Specific Vocational Preparation (SVP): 4
 (Over 3 months up to and including 6 months)

General Education Development (GED)

Reasoning Development 3
 Mathematical Development 2
 Language Development..... 3

G-Intelligence 3
V-Verbal aptitude 3
N-Numerical Aptitude 4
S-Spatial Aptitude 4
P-Form Perception 4
Q-Clerical Perception 3

Aptitudes:

K-Motor Coordination4
F-Finger Dexterity4
M-Manual Dexterity4
E-Eye/Hand/Foot Coordination5
C-Color Discrimination5

GOE Code: 07.04.04

California Occupational Guide #21

ALL = 100% OF RESPONDING EMPLOYERS. **ALMOST ALL** = 80% - <100% OF RESPONDING EMPLOYERS. **MOST** = 60% - <80% OF RESPONDING EMPLOYERS
MANY = 40% - <60% OF RESPONDING EMPLOYERS. **SOME** = 20% - <40% OF RESPONDING EMPLOYERS. **FEW** = LESS THAN 20% OF RESPONDING EMPLOYERS

REGISTERED NURSES

OES Code: 325020

Surveyed: 1999

16 Firms Responded - 172 Employees - 45 New Hires

DESCRIPTION

Registered Nurses administer nursing care to ill or injured persons. This group includes administrative, public health, industrial, private duty, and surgical nurses. Licensing or registration is required. Please do not include Nursing Instructors or Teachers.

Related DOT Titles

Title	DOT Code
Nurse, School	075.124-010
Nurse Practitioner	075.264-010
Nurse, General Duty	075.374-010
Nurse, Private Duty	075.374-018

EMPLOYMENT TRENDS

Supply & Demand

Employer demand is somewhat greater than supply of experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search. Many positions filled over the last 12 months were from turnover/separation; some were from growth; and few were from promotions or temporary positions. The three most successful recruitment methods for employers are newspaper ads, word of mouth, and employees' referrals.

Projections (EDD/LMID Projection of Employment)

Size of Occupation: Very Large

Growth Rate: Slower than average

Job Growth	11.8%	Forecast
Openings	60	1997 510
Separations	50	2004 570

Most employers report the same occupational size as last year; some report growth; and few report a decline. Over the next 2 years, many employers expect employment at their firm to remain stable; many also expect growth.

Where the Jobs Are

SIC Industry

805	Nursing and Personal Care Facilities
806	Hospitals

Gender

Almost all employees are female; few are male.

EMPLOYER REQUIREMENTS

Job Skills

Technical

Ability to perform basic mathematical computations
Skilled at providing personal services
Record keeping skills
Ability to administer and EKG
Knowledge of transferring techniques to lift/move patients

Public contact skills
Ability to analyze data to solve problems
Knowledge of intensive care treatment
Ability to use a computer terminal

Physical

Physical strength to lift patients

Personal

Ability to work independently
Ability to work under pressure

Willingness to work with close supervision

Basic

Ability to write effectively
Ability to write legibly

Ability to read and follow instructions
Oral communications skills

EMPLOYER REQUIREMENTS (continued)

Work Experience	Yes	No	Not Required But preferred	Education: Minimum Requirement
Work experience required (Ave. 15 months)	Many	Some	Few	High school graduate or equivalent..... Many AA Degree..... Some BA Degree..... Few
Other occupational experience accepted	Few	Almost all	NA	
Other experience: (Ave. 12 months): Licensed Vocational Nurse, Doctors office experience.				

Training	Yes	No	Not Required But preferred
Training acceptable in lieu of experience	Many	Some	Few
Technical or Vocational Training required	Few	Almost all	NA
Type of acceptable training: Nursing School, RN License			

BENEFITS & WAGES

Hourly Wages

	Low	High	Median
New Hire, No Exp.	\$13.00	\$20.00	\$16.44
New Hire, W/Exp.	\$11.00	\$22.05	\$16.00
3+ Years W/Firm	\$12.00	\$24.00	\$17.00

Most of the positions are full-time, with employees working 32 to 40 hours/week. Some positions are part-time, with employees working 15 to 32 hours/week. Few positions are temporary/on-call, with employees working 20 hours/week. All employers have a day shift, many have a swing and graveyard shift.

Benefits:

	Full-time	Part-time
Vacation	Most	Some
Sick Leave	Most	Some
Retirement Plan	Most	Few
Medical Insurance	Most	Few
Dental Insurance	Most	Few
Vision Insurance	Most	Few
Life Insurance	Most	Few
Child Care	Few	Few

OTHER

Most employers provide promotional opportunities into occupations such as Director of Nurses, Floor Supervisor, MDS Coordinator, Medical Management, or Social Worker.

ASSESSMENT CODES

Specific Vocational Preparation (SVP): 8
(Over 4 years up to and including 10 years)

General Education Development (GED)

Reasoning Development 5
Mathematical Development 5
Language Development..... 5

G-Intelligence..... 2
V-Verbal aptitude 2
N-Numerical Aptitude 3
S-Spatial Aptitude 2
P-Form Perception 2
Q-Clerical Perception 2

Aptitudes:

K-Motor Coordination.....3
F-Finger Dexterity3
M-Manual Dexterity3
E-Eye/Hand/Foot Coordination5
C-Color Discrimination3

GOE Code: 10.02.01

California Occupational Guide #29

ALL = 100% OF RESPONDING EMPLOYERS. **ALMOST ALL** = 80% - <100% OF RESPONDING EMPLOYERS. **MOST** = 60% - <80% OF RESPONDING EMPLOYERS
MANY = 40% - <60% OF RESPONDING EMPLOYERS. **SOME** = 20% - <40% OF RESPONDING EMPLOYERS. **FEW** = LESS THAN 20% OF RESPONDING EMPLOYERS

RESPIRATORY CARE PRACTITIONERS

OES Code: 323020

Surveyed: 2000

6 Firms Responded - 184 Employees - 23 New Hires

DESCRIPTION

Respiratory Care Practitioners provide diagnostic and therapeutic respiratory care. They set up and operate various types of equipment to measure pulmonary function, and administer oxygen therapy, ventilator therapy, and cardiopulmonary resuscitation. They observe, monitor, and record the patient's responses to treatments and maintain patient records.

Related DOT Titles	
Title	DOT Code
Respiratory Therapist	076.361-014

EMPLOYMENT TRENDS

Supply & Demand

Employer demand is somewhat greater than supply of experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search. Most employment opportunities are generated through turnover, some are from growth, and few are from temporary/on-call positions. The top three most successful recruitment methods for employers are school program referrals, colleges/universities, and newspaper ads.

Projections (EDD/LMID Projection of Employment)

Size of Occupation: Small

Growth Rate: Faster than average

		Forecast	
Job Growth	25.0%		
Openings	10	1997	40
Separations	10	2004	50

Most employers report stability in occupational employment over the last 12 months; some report growth. Over the next 2 years, most employers expect an increase in occupational employment; some expect stability.

Gender

Many employees are male; many are female.

Where the Jobs Are

SIC Industry

801 Offices and Clinics of Doctors

806 Hospitals

EMPLOYER REQUIREMENTS

Job Skills

Technical

Ability to write effectively

Possession of a Respiratory Care Practitioner License

Ability to administer a pulmonary function test (PFT)

Ability to administer an electro-encephalograph test

Certified as a Registered Respiratory Therapist (RRT)

Ability to administer an Electro-Cardiograph (EKG) test

Ability to assist physician during bronchoscopy

Physical

Manual dexterity

Personal

Ability to handle crisis situations

Basic

Ability to read and follow instructions

Oral communication skills

License

The State of California requires Respiratory Care Practitioners to be licensed. Requirements are graduation from a respiratory therapy school reviewed and approved by the Respiratory Care Board. For more information contact: Respiratory Care Board, 1426 Howe Avenue, Suite 48, Sacramento, CA 95825; (916) 263-2626.

EMPLOYER REQUIREMENTS (continued)

Work Experience	Yes	No	Not Required But preferred
Work experience required (Ave. 17 months)	Most	Few	Few
Other occupational experience accepted	Few	All	NA
Other experience: Employers do not accept other occupational experience.			

Education: Minimum Requirement

High school graduate or equivalent..... Few

AA Degree Almost all

Computer SoftwareSome employers seek applicants with word
processing skills, and few employers seek
spreadsheet software skills.

Training	Yes	No	Not Required But preferred
Training acceptable in lieu of experience	Many	Most	NA
Technical or Vocational Training required	Many	Many	Few
Type of training: (Ave. 15 months): Respiratory Care Practitioner courses			

BENEFITS & WAGES**Hourly Wages**

	Low	High	Median
New Hire, No Exp.	\$14.08	\$14.08	\$14.08
New Hire, W/Exp.	\$16.35	\$16.35	\$15.00
3+ Years W/Firm	\$13.00	\$18.72	\$17.50

Most of the positions are full-time, with employees
working 40 to 42 hours/week. Some are part-time,
with employees working 10 to 28 hours/week. Few
are temporary/on-call, with employees working 8
hours/week.

Benefits—Full-time employees

	<u>Paid by:</u>	Employer	Shared	Employee
Vacation		All	Few	Few
Sick Leave		Almost all	Few	Few
Retirement Plan		Most	Few	Few
Medical Insurance		All	Few	Few
Dental Insurance		All	Few	Few
Vision Insurance		Almost all	Few	Few
Life Insurance		All	Few	Few
Child Care		Few	Few	Few

OTHER

Most employers provide promotional opportunities into
occupations such as Supervisor, Manager, Respiratory
Lead Therapists, Respiratory Care Supervisor, or
Respiratory Care Practitioner II/III.

ASSESSMENT CODES

Specific Vocational Preparation (SVP): 6
(Over 1 year up to and including 2 years)

General Education Development (GED)

Reasoning Development 4

Mathematical Development 3

Language Development..... 3

G-Intelligence..... 3

V-Verbal aptitude 3

N-Numerical Aptitude 3

S-Spatial Aptitude 3

P-Form Perception 3

Q-Clerical Perception 3

Aptitudes:

K-Motor Coordination.....3

F-Finger Dexterity3

M-Manual Dexterity2

E-Eye/Hand/Foot Coordination5

C-Color Discrimination4

GOE Code: 10.02.02

California Occupational Guide #454

ALL = 100% OF RESPONDING EMPLOYERS. ALMOST ALL = 80% - <100% OF RESPONDING EMPLOYERS. MOST = 60% - <80% OF RESPONDING EMPLOYERS
MANY = 40% - <60% OF RESPONDING EMPLOYERS. SOME = 20% - <40% OF RESPONDING EMPLOYERS. FEW = LESS THAN 20% OF RESPONDING EMPLOYERS

SALESPERSON - RETAIL (EXCEPT VEHICLE SALES)

OES Code: 490112

Surveyed: 2000

15 Firms Responded - 365 Employees - 127 New Hires

DESCRIPTION

Retail Salespersons sell a variety of merchandise to the public. They assist the customer in making selection, obtain or receive the merchandise, total the bill, receive the payment in cash or by check or credit card, operate a cash register, and make change for the customer. They may stock shelves and set up advertising displays. Please do not include workers who work primarily as Cashiers.

Related DOT Titles

Title	DOT Code
Sales Representative, Footwear	261.357-018
Salesperson, Furniture	270.357-030
Salesperson, General Merchandise	279.357-054
Sales Clerk	290.477-014

EMPLOYMENT TRENDS

Supply & Demand

Supply of experienced and inexperienced applicants is considerably greater than demand, creating a very competitive job market for applicants. Some employment opportunities are generated through growth, some are from turnover, and some are from temporary position. The top three most successful recruitment methods for employers are employee referrals, newspaper ads, and walk-in applicants.

Projections (EDD/LMID Projection of Employment)

Size of Occupation: Very Large

Growth Rate: Average

Job Growth	18.5%	Forecast
Openings	250	1997 1,350
Separations	350	2004 1,600

Most employers report stability in occupational employment over the last 12 months; and many report growth. Over the next 2 years, most employers expect growth in occupational employment; and some expect stability.

Where the Jobs Are

SIC Industry

521	Lumber and Other Building Materials
525	Hardware Stores
531	Department Stores
539	Misc. General Merchandise Stores
553	Auto and Home Supply Stores
565	Family Clothing Stores
572	Household Appliance Stores
573	Radio, Television, and Computer Stores
594	Misc. Shopping Goods Stores
599	Retail Stores, NEC

Gender

Most employees are female; many are male.

EMPLOYER REQUIREMENTS

Job Skills

Technical

Ability to make change
Ability to operate a cash register
Understanding of inventory techniques

Ability to apply sales techniques
Ability to write effectively

Physical

Ability to stand continuously for 2 or more hours

Ability to lift at least 50 lbs. repeatedly

Personal

Good grooming skills
Ability to work independently

Customer service skills
Willingness to work with close supervision

Basic

Ability to write legibly
Ability to read and follow instructions

Oral communication skills
Basic math skills

EMPLOYER REQUIREMENTS (continued)

Work Experience	Yes	No	Not Required But preferred
Work experience required (Ave. 7 months)	Many	Many	Few
Other occupational experience accepted	Most	Some	NA
Other experience: (Ave. 6 months): Customer Service occupations, Fast Food Worker, Cashier			

Education: Minimum Requirement

High school graduate or equivalent..... Most
AA Degree..... Many

Computer Software

Few employers seek applicants with word processing software skills or spreadsheet software skills.

Training	Yes	No	Not Required But preferred
Training acceptable in lieu of experience	Few	Almost all	NA
Technical or Vocational Training required	Few	Almost all	Few
Type of training: (Ave. 6 months): Retail Courses			

BENEFITS & WAGES**Hourly Wages**

	Low	High	Median
New Hire, No Exp.	\$5.75	\$6.00	\$5.75
New Hire, W/Exp.	\$5.75	\$8.00	\$6.00
3+ Years W/Firm	\$5.75	\$12.69	\$8.50

Many positions are full-time, with employees working 40 hours/week. Many positions are part-time, with employees working 10 to 26 hours/week. All employers have a day shift, many have a swing shift, and some have a night shift.

Benefits—Full-time employees

	<u>Paid by:</u>	Employer	Shared	Employee
Vacation		Almost all	Few	Few
Sick Leave		Most	Few	Few
Retirement Plan		Most	Few	Few
Medical Insurance		Most	Few	Few
Dental Insurance		Most	Few	Few
Vision Insurance		Some	Few	Few
Life Insurance		Some	Few	Few
Child Care		Few	Few	Few

OTHER

Almost all employers provide promotional opportunities into occupations such as Key Associate, Assistant Manager, Store Manager, Department Manager, HR Manager, Co-Manager.

ASSESSMENT CODES

Specific Vocational Preparation (SVP): 3
(Over 30 days up to and including 3 months)

General Education Development (GED)

Reasoning Development 3
Mathematical Development 2
Language Development..... 2

G-Intelligence 3
V-Verbal aptitude 3
N-Numerical Aptitude 3
S-Spatial Aptitude 4
P-Form Perception 4
Q-Clerical Perception 3

Aptitudes:

K-Motor Coordination 4
F-Finger Dexterity 4
M-Manual Dexterity 4
E-Eye/Hand/Foot Coordination 5
C-Color Discrimination 4

GOE Code: 09.04.02

California Occupational Guide #536

ALL = 100% OF RESPONDING EMPLOYERS. **ALMOST ALL** = 80% - <100% OF RESPONDING EMPLOYERS. **MOST** = 60% - <80% OF RESPONDING EMPLOYERS
MANY = 40% - <60% OF RESPONDING EMPLOYERS. **SOME** = 20% - <40% OF RESPONDING EMPLOYERS. **FEW** = LESS THAN 20% OF RESPONDING EMPLOYERS

SECRETARIES, EXCEPT LEGAL & MEDICAL

OES Code: 551080

Surveyed: 1999

26 Firms Responded - 185 Employees - 43 New Hires

DESCRIPTION

Secretaries, except Legal and Medical, relieve officials of clerical work and minor administrative and business detail by scheduling appointments, giving information to callers, taking dictation, composing and typing routine correspondence, reading and routing incoming mail, and filing correspondence and other records. They may perform various other assigned clerical duties. Please do not include Medical and Legal Secretaries.

Related DOT Titles

Title	DOT Code
Social Secretary	201.162-010
School Secretary	201.362-022
Secretary	201.362-030

EMPLOYMENT TRENDS

Supply & Demand

Employer demand is somewhat greater than the supply of experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search. Many of the positions filled over the last 12 months were from turnover/separation; some from growth; and few from promotions or temporary positions. The three most successful recruitment methods for employers are newspaper ads, word of mouth, and in-house promotions or transfers.

Projections (EDD/LMID Projection of Employment)

Size of Occupation: Very Large

Growth Rate: Decline

Job Growth	-2.7%	Forecast	
Openings	-20	1997	740
Separations	90	2004	720

Almost all employers report the same occupational size as last year, few report growth. Over the next 2 years, almost all employers expect employment at their firm to remain stable; few expect growth.

Gender

All employees are female.

Where the Jobs Are

SIC Industry

171	Plumbing, Heating, Air Conditioning
762	Electrical Repair Shops

EMPLOYER REQUIREMENTS

Job Skills

Technical

Telephone answering skills
Ability to use word processing software
Proofreading skills
Ability to maintain an appointment calendar
Ability to use spreadsheet software
Ability to operate a transcribing machine

English grammar, spelling, and punctuation skills
Ability to write effectively
Alphabetic and numeric filing skills
Ability to follow billing procedures
Ability to type at least 60 wpm
Ability to take dictation at 100 wpm or more

Personal

Ability to work independently

Willingness to work with close supervision

Basic

Oral communication skills
Ability to write legibly

Ability to read and follow instructions
Basic math skills

EMPLOYER REQUIREMENTS (continued)

Work Experience	Yes	No	Not Required But preferred
Work experience required (Ave. of 17 months)	Most	Few	Few
Other occupational experience accepted	Some	Most	NA
Other experience: (Ave. of 10 months): Admin. Secretary, Legal Secretary, Accounting, Bookkeeper, any clerical or business field			

Education: Minimum Requirement

Less than high school Few
 High school graduate or equivalent..... Almost all
 AA Degree..... Few

Computer Software

Few employers seek applicants with word
 processing software skills or spreadsheet software
 skills.

Training	Yes	No	Not Required But preferred
Training acceptable in lieu of experience	Some	Most	NA
Technical or Vocational Training required	Some	Most	Few
Type of acceptable training: Computer training, Secretarial/Business classes			

BENEFITS & WAGES**Hourly Wages - Union**

	Low	High	Median
New Hire, No Exp.	\$10.39	\$11.50	\$10.95
New Hire, W/Exp.	\$8.00	\$11.50	\$9.34
3+ Years W/Firm	\$9.00	\$11.50	\$10.44

Hourly Wages - NonUnion

	Low	High	Median
New Hire, No Exp.	\$5.75	\$10.00	\$6.43
New Hire, W/Exp.	\$5.75	\$12.99	\$8.00
3+ Years W/Firm	\$6.50	\$15.30	\$10.00

Almost all of the positions are full-time, with
 employees working 35 to 40 hours/week. Few
 positions are part-time or temporary, with employees
 working 20 to 40 hours/week.

Benefits

	Full-time	Part-time
Vacation	Almost all	Few
Sick Leave	Almost all	Few
Retirement Plan	Almost all	Few
Medical Insurance	Almost all	Few
Dental Insurance	Most	Few
Vision Insurance	Most	Few
Life Insurance	Some	Few
Child Care	Few	Few

OTHER

Almost all employers provide promotional
 opportunities into occupations such as Executive
 Secretary, Office Manager, Personnel Tech.,
 Bookkeeper, Accountant, Superintendent Secretary,
 Payroll Secretary, or Business Manager.

ASSESSMENT CODES

Specific Vocational Preparation (SVP): 6
 (Over 1 year up to and including 2 years)

General Education Development (GED)

Reasoning Development 4
 Mathematical Development 3
 Language Development..... 4

G-Intelligence 3
V-Verbal aptitude 3
N-Numerical Aptitude 3
S-Spatial Aptitude 4
P-Form Perception 4
Q-Clerical Perception 2

Aptitudes:

K-Motor Coordination.....2
F-Finger Dexterity3
M-Manual Dexterity4
E-Eye/Hand/Foot Coordination5
C-Color Discrimination4

GOE Code: 07.01.03

California Occupational Guide #128

ALL = 100% OF RESPONDING EMPLOYERS. **ALMOST ALL** = 80% - <100% OF RESPONDING EMPLOYERS. **MOST** = 60% - <80% OF RESPONDING EMPLOYERS
MANY = 40% - <60% OF RESPONDING EMPLOYERS. **SOME** = 20% - <40% OF RESPONDING EMPLOYERS. **FEW** = LESS THAN 20% OF RESPONDING EMPLOYERS

STOCK CLERKS - SALES FLOOR

OES Code: 490210

Surveyed: 1999

20 Firms Responded - 194 Employees - 60 New Hires

DESCRIPTION

Sales Floor Stock Clerks receive, store, and issue merchandise on the sales floor, stock shelves, racks, cases, bins, and tables with merchandise, arrange displays of items to attract customers, and may periodically take physical count of stock or check and mark merchandise.

Related DOT Titles

Title	DOT Code
Stock Clerk	299.367-014
Sales Attendant, Building Material	229.667-014

EMPLOYMENT TRENDS

Supply & Demand

Supply of experienced and inexperienced applicants is considerably greater than demand, creating a very competitive job market for applicants. Most positions filled over the last 12 months were from turnover/separations and growth; few were from promotions or temporary positions. The three most successful recruitment methods for employers are walk-in applicants, in-house promotions or transfers, and newspaper ads.

Projections (EDD/LMID Projection of Employment)

Size of Occupation: Very Large

Growth Rate: Average

Job Growth	20.0%	Forecast	
Openings	140	1997	700
Separations	80	2004	840

Many employers report the same occupational size as last year; many report growth; few report a decline. Over the next 2 years, employers expect employment at their firm to grow; many expect employment to remain stable; and few expect a decline.

Where the Jobs Are

SIC	Industry
531	Department Stores
541	Grocery Stores

Gender

Many employees are male; many are female.

EMPLOYER REQUIREMENTS

Job Skills

Technical

Understanding of inventory techniques
Bondable

Cash handling skills
Record keeping skills

Physical

Ability to stand continuously for 2 or more hours

Ability to lift at least 50 lbs. repeatedly

Personal

Ability to work independently
Willingness to work with close supervision

Customer service skills

Basic

Ability to follow oral instructions
Ability to read and follow instructions
Basic math skills

Oral communication skills
Ability to write legibly

EMPLOYER REQUIREMENTS (continued)

Work Experience	Yes	No	Not Required But preferred
Work experience required (Ave. of 9 months)	Few	Most	Some
Other occupational experience accepted	Many	Many	NA
Other experience: (Ave. of 5 months): Customer Service/Retail, clerical positions, or construction positions			

Education: Minimum Requirement

Less than high schoolSome
High school graduate or equivalent..... Most

Training	Yes	No	Not Required But preferred
Training acceptable in lieu of experience	Many	Many	NA
Technical or Vocational Training required	Few	Almost all	NA
Type of acceptable training: Computer training			

BENEFITS & WAGES**Hourly Wages**

	Low	High	Median
New Hire, No Exp.	\$5.75	\$7.50	\$5.80
New Hire, W/Exp.	\$5.75	\$8.00	\$6.00
3+ Years W/Firm	\$6.10	\$10.25	\$7.00

Many of the positions are full-time, with employees working 35 to 40 hours/week. Many are part-time, with employees working 15 to 35 hours/week. Few positions are seasonal, with employees working 12 hours/week. Almost all employers have a day shift, some have a swing shift, and few have a graveyard shift.

Benefits:

	Full-time	Part-time
Vacation	Almost all	Few
Sick Leave	Most	Few
Retirement Plan	Most	Few
Medical Insurance	Most	Few
Dental Insurance	Most	Few
Vision Insurance	Many	Few
Life Insurance	Most	Few
Child Care	Few	Few

OTHER

Almost all employers provide promotional opportunities into positions such as Manager, Head Clerk, Asst. Manager, Lead Salesperson, Cashier, Price Audit Controller, Regional Supervisor, Department Head, or Pharmacy Help.

ASSESSMENT CODES

Specific Vocational Preparation (SVP): 4
(Over 3 months up to and including 6 months)

General Education Development (GED)

Reasoning Development 3
Mathematical Development 2
Language Development..... 2

G-Intelligence 3
V-Verbal aptitude 3
N-Numerical Aptitude 4
S-Spatial Aptitude 4
P-Form Perception 4
Q-Clerical Perception 3

Aptitudes:

K-Motor Coordination3
F-Finger Dexterity4
M-Manual Dexterity3
E-Eye/Hand/Foot Coordination5
C-Color Discrimination5

GOE Code: 05.09.01

California Occupational Guide #575

ALL = 100% OF RESPONDING EMPLOYERS. **ALMOST ALL** = 80% - <100% OF RESPONDING EMPLOYERS. **MOST** = 60% - <80% OF RESPONDING EMPLOYERS
MANY = 40% - <60% OF RESPONDING EMPLOYERS. **SOME** = 20% - <40% OF RESPONDING EMPLOYERS. **FEW** = LESS THAN 20% OF RESPONDING EMPLOYERS

STOCK CLERKS

- STOCKROOM, WAREHOUSE, STORAGE YARD

OES Code: 580230

Surveyed: 2001

15 Firms Responded - 157 Employees - 59 New Hires

DESCRIPTION

Stock Clerks, Stockroom, Warehouse, and Storage Yard, receive, store, and issue materials, equipment, and other items from stockroom, warehouse, or storage yard, and keep records and compile stock reports. Please do not include Stockroom Laborers and workers whose primary duties involve shipping, weighing, and checking.

Related DOT Titles

Title	DOT Code
Stock Control Clerk	319.367-034
Parts Clerk	222.367-042
Stock Clerk	222.387-058
Supply Clerk	339.687-010

EMPLOYMENT TRENDS

Supply & Demand

Employer demand is somewhat greater than the supply of experienced applicants. Employers may have some difficulty finding qualified applicants at times. Qualified applicants encounter little competition in their job search. For inexperienced applicants, supply is considerably greater than demand, creating a very competitive job market. Many employment opportunities are generated through turnover; some are from temporary positions; and few are from promotions or growth. The three most successful recruitment methods are employee referrals, walk-in applicants, and word of mouth.

Projections (EDD/LMID Projection of Employment)

Size of Occupation: Very large

Growth Rate: Average

Job Growth	19.4%	Forecast
Openings	70	1997 360
Separations	40	2004 430

Almost all employers report stability in occupational employment over the last 12 months; some report growth. Over the next 2 years, most employers expect stability in occupational employment; some expect a decline; and few expect growth.

Gender

Some employees are male; most are female.

Where the Jobs Are

SIC Industry

521	Lumber & Other Building Materials
541	Grocery Stores
738	Miscellaneous Business Services
903	Local Government, Except Hosp. & Educ.

EMPLOYER REQUIREMENTS

Job Skills

Technical

Ability to do shelf stocking work
Recordkeeping skills
Ability to operate a forklift
Bondable

Knowledge of inventory techniques
Labeling skills
Ability to use a computer terminal

Physical

Ability to lift at least 50 lbs.

Personal

Ability to work independently
Willingness to work with close supervision

Public contact skills

Basic

Ability to follow oral instructions
Ability to write legibly
Ability to perform basic mathematical computations

Ability to read and follow instruction
Oral communication skills

STOCK CLERKS

OES Code: 580230

- STOCKROOM, WAREHOUSE, STORAGE YARD

15 Firms Responded - 157 Employees - 59 New Hires

Surveyed: 2001

EMPLOYER REQUIREMENTS (continued)

Work Experience	Yes	No	Not Required But preferred
Work experience required (Ave. 13 months)	Some	Most	Few
Other occupational experience accepted	Many	Most	NA
Other experience: (Ave. 15 months): Manufacturing experience, bookstore/specialty shop experience			

Education: Minimum Requirement

Less than high school Most
High school graduate or equivalent..... Many

Computer Software

Some employers seek applicants with word
processing software skills; many seek spreadsheet
software skills; few seek database software skills.

Training	Yes	No	Not Required But preferred
Training acceptable in lieu of experience (Ave. 6 months)	Many	Most	NA
Technical or Vocational Training required	Few	All	Few
Type of training: (Ave. 0 months): Employer do not require training.			

BENEFITS & WAGES

Hourly Wages

	Low	High	Median
New Hire, No Exp.	\$6.25	\$9.05	\$6.88
New Hire, W/Exp.	\$6.25	\$10.00	\$7.19
3+ Years W/Firm	\$6.90	\$13.75	\$8.60

Other Compensation: Few employers pay yearly bonus of \$800 to employees with 3 or more years at the firm.

Many of the positions are full-time, with employees working 35 to 40 hours/week. Many are part-time, with employees working 15 to 30 hours/week. Few positions are seasonal, with employees working 8 to 40 hours/week. Almost all employers have a day shift, few have a swing shift, and some have a graveyard shift.

Benefits—Full-time employees

	<u>Paid by:</u>	Employer	Shared	Employee
Vacation		Many	Few	Few
Sick Leave		Many	Few	Few
Retirement Plan		Many	Few	Few
Medical Insurance		Some	Many	Few
Dental Insurance		Some	Some	Few
Vision Insurance		Some	Some	Few
Life Insurance		Some	Some	Few
Child Care		Few	Few	Few

OTHER

Almost all employers provide promotional opportunities into occupations such as Forklift Operator, Manager, Salesperson, Bookkeeper, Plumber, Cashier, or Director.

ASSESSMENT CODES

Specific Vocational Preparation (SVP): 4
(Over 3 months up to and including 6 months)

General Education Development (GED)

Reasoning Development 3
Mathematical Development 3
Language Development..... 2

G-Intelligence 3
V-Verbal aptitude 3
N-Numerical Aptitude 3
S-Spatial Aptitude 3
P-Form Perception 3
Q-Clerical Perception 2

Aptitudes:

K-Motor Coordination4
F-Finger Dexterity4
M-Manual Dexterity3
E-Eye/Hand/Foot Coordination5
C-Color Discrimination4

GOE Code: 05.09.01

California Occupational Guide #74

ALL = 100% OF RESPONDING EMPLOYERS. **ALMOST ALL** = 80% - <100% OF RESPONDING EMPLOYERS. **MOST** = 60% - <80% OF RESPONDING EMPLOYERS
MANY = 40% - <60% OF RESPONDING EMPLOYERS. **SOME** = 20% - <40% OF RESPONDING EMPLOYERS. **FEW** = LESS THAN 20% OF RESPONDING EMPLOYERS

TELLERS

OES Code: 531020

Surveyed: 2001

13 Firms Responded - 162 Employees - 42 New Hires

DESCRIPTION

Tellers receive and pay out money, and keep records of money and negotiable instruments involved in various financial institutions' transactions.

Related DOT Titles	
Title	DOT Code
Teller	211.362-018
Teller, Collection and Exchange	211.362-022

EMPLOYMENT TRENDS

Supply & Demand

Supply of experienced applicants is considerably greater than demand, creating a very competitive job market for applicants. For inexperienced applicants, demand is somewhat greater than supply. Employers may have some difficulty finding qualified applicants at times. Qualified applicants encounter little competition in their job search. Many employment opportunities are generated through turnover, some from promotions, and few through growth or temporary positions. The three most successful recruitment methods are newspaper ads, walk-in applicants, and employee referral.

Projections (EDD/LMID Projection of Employment)

Size of Occupation: Large
Growth Rate: Slow decline

		Forecast	
Job Growth	-12.5%		
Openings	-30	1997	240
Separations	70	2004	210

Most employers report stability in occupational employment over the last 12 months; some report growth. Over the next 2 years, many employers expect stability in occupational employment; some expect growth; and few expect a decline.

Gender

Some employees are male; most are female.

Where the Jobs Are

SIC	Industry
602	Commercial Banks
606	Credit Unions

EMPLOYER REQUIREMENTS

Job Skills

Technical

Customer service skills
Cash handling skills
Ability to use a computer terminal
Recordkeeping skills
Problem solving skills
Bondable

Public contact skills
Ability to operate 10-key adding machine by touch
Ability to perform basic mathematical computations
Filing skills (alpha and numeric)
Ability to type at least 30 wpm

Physical

Ability to stand for prolonged periods

Ability to do routine, repetitive work

Personal

Ability to work independently

Basic

Ability to read and follow instructions
Ability to write effectively

Oral communication skills

EMPLOYER REQUIREMENTS (continued)

Work Experience	Yes	No	Not Required But preferred
Work experience required (Ave. 11 months)	Some	Most	Few
Other occupational experience accepted	Almost all	Some	NA
Other experience: (Ave. 11 months): customer service position, clerical position, cash handling experience			

Education: Minimum Requirement

Less than high schoolSome
High school graduate or equivalent..... Almost all

Computer Software

Many employers seek applicants with word processing skills; few seek spreadsheet skills or Microsoft Windows experience; and few seek database skills.

Training	Yes	No	Not Required But preferred
Training acceptable in lieu of experience	Most	Many	NA
Technical or Vocational Training required	Few	All	Few
Type of training: No response from employers.			

BENEFITS & WAGES**Hourly Wages**

	Low	High	Median
New Hire, No Exp.	\$6.25	\$8.50	\$7.59
New Hire, W/Exp.	\$6.25	\$8.50	\$7.50
3+ Years W/Firm	\$7.00	\$12.50	\$10.50

Other Compensation: Some employers pay yearly bonuses of \$200 to \$2,000.

Many of the positions are full-time, with employees working 40 hours/week. Many are part-time, with employees working 10 to 35 hours/week. All employers have a day shift.

Benefits—Full-time employees

<u>Paid by:</u>	Employer	Shared	Employee
Vacation	Many	Some	Few
Sick Leave	Many	Some	Few
Retirement Plan	Many	Few	Few
Medical Insurance	Few	Most	Few
Dental Insurance	Few	Most	Few
Vision Insurance	Few	Most	Few
Life Insurance	Few	Most	Few
Child Care	Few	Few	Few

OTHER

Almost all employers provide promotional opportunities into occupations such as Customer Service Representative, Manager, Loan Officer, or Assistant Branch Manager.

ASSESSMENT CODES

Specific Vocational Preparation (SVP): 5
(Over 6 months up to and including 1 year)

General Education Development (GED)

Reasoning Development 4
Mathematical Development 3
Language Development..... 3

G-Intelligence 3
V-Verbal aptitude 3
N-Numerical Aptitude 3
S-Spatial Aptitude 4
P-Form Perception 3
Q-Clerical Perception 2

Aptitudes:

K-Motor Coordination2
F-Finger Dexterity2
M-Manual Dexterity3
E-Eye/Hand/Foot Coordination5
C-Color Discrimination4

GOE Code: 07.03.01

California Occupational Guide #109

ALL = 100% OF RESPONDING EMPLOYERS. **ALMOST ALL** = 80% - <100% OF RESPONDING EMPLOYERS. **MOST** = 60% - <80% OF RESPONDING EMPLOYERS
MANY = 40% - <60% OF RESPONDING EMPLOYERS. **SOME** = 20% - <40% OF RESPONDING EMPLOYERS. **FEW** = LESS THAN 20% OF RESPONDING EMPLOYERS

TRAFFIC, SHIPPING, & RECEIVING CLERKS

OES Code: 580280

Surveyed: 1999

18 Firms Responded - 57 Employees - 28 New Hires

DESCRIPTION

Traffic, Shipping, and Receiving Clerks verify and keep records on incoming and outgoing shipments and prepare items for shipment. Duties include assembling, addressing, stamping, and shipping merchandise or material; receiving, unpacking, verifying, and recording incoming merchandise or materials; and arrange for the transportation of products. Please do not include Stock Clerks, and workers whose primary duties involve weighing and checking.

Related DOT Titles

Title	DOT Code
Traffic Clerk	214.587-014
Shipping & Receiving Clerk	222.387-050
Shipping Checker	222.687-030
Incoming Freight Clerk	248.362-010

EMPLOYMENT TRENDS

Supply & Demand

Employer demand is somewhat greater than supply of experience and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search. Almost all the positions filled over the last 12 months were from promotions, turnover/separation or temporary positions; few were from growth. The three most successful recruitment methods for employers are walk-in applicants, newspaper ads, and employees' referrals.

Projections (EDD/LMID Projection of Employment)

Size of Occupation: Large

Growth Rate: Much faster than average

Job Growth	48.1%	Forecast
Openings	130	1997 270
Separations	40	2004 400

Almost all employers report the same occupational size as last year; few report growth. Over the next 2 years, many employers expect employment at their firm to remain stable; many also expect growth; few expect a decline in employment.

Where the Jobs Are

SIC Industry

201	Meat Products
202	Dairy Products
203	Preserved Fruits and Vegetables
249	Misc. Fabricated Metal Products
422	Public Warehousing and Storage
515	Farm-Product Raw Materials
531	Department Stores
541	Grocery Stores
738	Misc. Business Services
901	Federal Government

Gender

Most employees are male; many are female.

EMPLOYER REQUIREMENTS

Job Skills

Technical

Record keeping skills
Ability to write effectively
Ability to use the U.S & private parcel post service
Possession of a valid drivers' license

Understanding of inventory techniques
Ability to operate a fork lift
Ability to plan and organize the work of others
Ability to type at least 30 wpm

Physical

Ability to stand continuously for 2 or more hours

Ability to lift at least 60 lbs. repeatedly

Personal

Ability to work independently
Willingness to work with close supervision

Ability to work under pressure

Basic

Ability to read and follow instructions
Basic math skills

Oral communication skills
Ability to write legibly

EMPLOYER REQUIREMENTS (continued)

Work Experience	Yes	No	Not Required But preferred	Education: Minimum Requirement
Work experience required (Ave. 14 months)	Many	Many	Few	Less than high schoolSome High school graduate or equivalent..... Most
Other occupational experience accepted	Many	Most	NA	
Other experience: (Ave. 14 months): Clerical position, Dispatcher, Retail/Merchandise position.				

Training	Yes	No	Not Required But preferred
Training acceptable in lieu of experience	Few	All	NA
Technical or Vocational Training required	Few	Almost all	Few
Type of acceptable training: Basic Engine, Forklift with safety procedures			

BENEFITS & WAGES

Hourly Wages

	Low	High	Median
New Hire, No Exp.	\$5.75	\$8.00	\$6.38
New Hire, W/Exp.	\$5.80	\$11.00	\$7.25
3+ Years W/Firm	\$8.05	\$11.00	\$9.25

Most of the positions are full-time, with employees working 40 hours/week. Few are part-time, with employees working 15 to 32 hours/week. Few are temporary/on-call, with employees working 40 hours/week. All employers have a day shift, some have a swing shift, and few have a graveyard shift.

Benefits:

	Full-time	Part-time
Vacation	Most	Few
Sick Leave	Most	Few
Retirement Plan	Most	Few
Medical Insurance	Almost all	Few
Dental Insurance	Most	Few
Vision Insurance	Many	Few
Life Insurance	Most	Few
Child Care	Few	Few

OTHER

All employers provide promotional opportunities into occupations such as Parts Man, Customer Service Rep., Director of Operations, Crew Leader, Supervisor, Department Head, Shipping/Receiving Supervisor, Manager, or Asst. Manager.

ASSESSMENT CODES

Specific Vocational Preparation (SVP): 4
(Over 3 months up to and including 6 months)

General Education Development (GED)

Reasoning Development 3
Mathematical Development 2
Language Development..... 2

G-Intelligence 3
V-Verbal aptitude 3
N-Numerical Aptitude 4
S-Spatial Aptitude 4
P-Form Perception 4
Q-Clerical Perception 3

Aptitudes:

K-Motor Coordination3
F-Finger Dexterity4
M-Manual Dexterity3
E-Eye/Hand/Foot Coordination5
C-Color Discrimination5

GOE Code: 05.09.01

California Occupational Guide #63

ALL = 100% OF RESPONDING EMPLOYERS. **ALMOST ALL** = 80% - <100% OF RESPONDING EMPLOYERS. **MOST** = 60% - <80% OF RESPONDING EMPLOYERS
MANY = 40% - <60% OF RESPONDING EMPLOYERS. **SOME** = 20% - <40% OF RESPONDING EMPLOYERS. **FEW** = LESS THAN 20% OF RESPONDING EMPLOYERS

TRUCK DRIVERS - HEAVY OR TRACTOR TRAILER

OES Code: 971020

Surveyed: 1999

16 Firms Responded - 362 Employees - 169 New Hires

DESCRIPTION

Heavy or Tractor Trailer Truck Drivers drive tractor-trailer combinations or trucks with a capacity of more than three tons to transport and deliver goods, livestock, or materials in liquid, loose or packaged form. They may be required to unload trucks.

Related DOT Titles

Title	DOT Code
Concrete Mixing Truck Driver	900.683-010
Tank Truck Driver	900.683-018
Tractor Trailer Truck Driver	904.383-010
Heavy Truck Driver	905.663-014

EMPLOYMENT TRENDS

Supply & Demand

Employer demand is somewhat greater than supply of experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search. Many of the positions filled over the last 12 months were from turnover/separation; some were from growth; and few were from temporary/on-call positions. The three most successful recruitment methods for employers are walk-in applicants, newspaper ads, and employees' referrals.

Projections (EDD/LMID Projection of Employment)

Size of Occupation: Very Large

Growth Rate: Faster than average

Job Growth	27.3%	Forecast
Openings	300	1997 1,100
Separations	120	2004 1,400

Most employers report an increase in occupational size from last years' figures, some report stability. Over the next 2 years, many employers expect employment at their firm to remain stable; many also expect growth.

Gender

Almost all employees are male; few are female.

Where the Jobs Are

SIC	Industry
287	Agricultural Chemicals
327	Concrete, Gypsum and Plaster Products
421	Trucking & Courier Services, Ex. Air
541	Groceries and Related Products

EMPLOYER REQUIREMENTS

Job Skills

Technical

Possession of a valid Class A drivers' license	Ability to read invoices
Map reading skills	Ability to drive trucks long distance
Knowledge of local streets	Record keeping skills
Ability to load and unload trucks	Ability to meet ICC requirements
Automotive maintenance and minor repair skills	Possession of a valid Class B Drivers' license
Ability to drive a forklift	

Physical

Ability to pass a pre-employment medical examination	Ability to lift at least 75 lbs. repeatedly
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Personal

Ability to work independently	Possession of a good DMV driving record
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Basic

Ability to read and follow instructions	Oral communication skills
Basic math skills	Ability to write legibly

EMPLOYER REQUIREMENTS (continued)

Work Experience	Yes	No	Not Required But preferred	Education: Minimum Requirement
Work experience required (Ave. of 16 months)	Most	Few	Some	Less than high schoolSome High school graduate or equivalent..... Most
Other occupational experience accepted	Few	Almost all	NA	
Other experience: (Ave. 18 months): Anything in truck driving field.				

Training	Yes	No	Not Required But preferred
Training acceptable in lieu of experience	Few	Almost all	NA
Technical or Vocational Training required	Most	Some	Few
Type of acceptable training: Truck Driving School and a Commercial License			

BENEFITS & WAGES**Hourly Wages**

	Low	High	Median
New Hire, No Exp.	\$7.00	\$11.51	\$10.00
New Hire, W/Exp.	\$8.00	\$13.95	\$11.25
3+ Years W/Firm	\$8.25	\$18.41	\$13.44

Almost all of the positions are full-time, with employees working 40 to 65 hours/week. Few positions are seasonal, with employees working 50 hours/week. All employers have a day shift, few have a swing shift.

Benefits:

	Full-time	Part-time
Vacation	Almost all	NA
Sick Leave	Many	NA
Retirement Plan	Almost all	NA
Medical Insurance	Almost all	NA
Dental Insurance	Most	NA
Vision Insurance	Many	NA
Life Insurance	Many	NA
Child Care	Few	NA

OTHER

Most employers provide promotional opportunities into positions such as Dispatcher, Head Truck Driver, Office Manager, Service Clerk, Manager, Sales Rep., or Operations Manager

ASSESSMENT CODES

Specific Vocational Preparation (SVP): 4
(Over 3 months up to and including 6 months)

General Education Development (GED)

Reasoning Development 3
Mathematical Development 2
Language Development..... 2

G-Intelligence 3
V-Verbal aptitude 4
N-Numerical Aptitude 4
S-Spatial Aptitude 2
P-Form Perception 3
Q-Clerical Perception 3

Aptitudes:

K-Motor Coordination3
F-Finger Dexterity4
M-Manual Dexterity3
E-Eye/Hand/Foot Coordination3
C-Color Discrimination4

GOE Code: 05.08.01

California Occupational Guide #255

ALL = 100% OF RESPONDING EMPLOYERS. **ALMOST ALL** = 80% - <100% OF RESPONDING EMPLOYERS. **MOST** = 60% - <80% OF RESPONDING EMPLOYERS
MANY = 40% - <60% OF RESPONDING EMPLOYERS. **SOME** = 20% - <40% OF RESPONDING EMPLOYERS. **FEW** = LESS THAN 20% OF RESPONDING EMPLOYERS

TRUCK DRIVERS, LIGHT - INCLUDING DELIVERY & ROUTE DRIVERS

OES Code: 971050

Surveyed: 1999

15 Firms Responded - 126 Employees - 11 New Hires

DESCRIPTION

Light Truck Drivers, including Delivery and Route Workers, drive vehicles with a capacity under 3 tons. They deliver or pick up merchandise and may load and unload trucks. Please do not include workers whose duties include sales.

Related DOT Titles	
Title	DOT Code
Food Service Driver	906.683-010
Light Truck Driver	906.683-022
Driver	913.663-018

EMPLOYMENT TRENDS

Supply & Demand

Employer demand is somewhat greater than supply of experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search. Some positions filled over the last 12 months were from growth; some were from promotions or turnover/separations; and few were from temporary positions. The three most successful recruitment methods for employers are newspaper ads, walk-in applicants, and employees' referrals.

Projections (EDD/LMID Projection of Employment)

Size of Occupation: Very Large

Growth Rate: Average

Job Growth	20.5%	Forecast	
Openings	90	1997	440
Separations	50	2004	530

Almost all employers report the same occupational size as last year; few report growth. Over the next 2 years, most employers expect employment at their firm to grow; many expect stability.

Where the Jobs Are

SIC Industry

201	Meat Products
275	Commercial Printing
421	Trucking & Courier Services, Ex. Air
451	Air Transportation, Scheduled
501	Motor Vehicles, Parts and Supplies
514	Groceries and Related Products
551	New and Used Car Dealers
571	Furniture and Home Furnishings Stores
596	Nonstore Retailers
754	Automotive Services, Except Repair

Gender

Most employees are male; some are female.

EMPLOYER REQUIREMENTS

Job Skills

Technical

Ability to load and unload freight
Ability to read invoices
Possession of a valid Class A drivers' license
Ability to operate a forklift

Map reading skills
Knowledge of local streets
Record keeping skills
Possession of a valid Class B drivers' license

Physical

Ability to lift at least 75 lbs. repeatedly

Ability to pass a pre-employment medical examination

Personal

Possession of a good DMV driving record

Ability to work independently

Basic

Ability to read and follow instructions
Basic math skills

Oral communication skills
Ability to write legibly

EMPLOYER REQUIREMENTS (continued)

Work Experience	Yes	No	Not Required But preferred	Education: Minimum Requirement
Work experience required (Ave. 18 months)	Some	Many	Few	Less than high school Many High school graduate or equivalent..... Many
Other occupational experience accepted	Some	Most	NA	
Other experience: (Ave. 9 months): Customer Service experience, pizza delivery, doctor delivery.				

Training	Yes	No	Not Required But preferred
Training acceptable in lieu of experience	Few	Almost all	NA
Technical or Vocational Training required	Few	Almost all	Few
Type of acceptable training: Hazardous Fuel Training			

BENEFITS & WAGES**Hourly Wages**

	Low	High	Median
New Hire, No Exp.	\$5.75	\$15.15	\$7.45
New Hire, W/Exp.	\$5.75	\$13.00	\$8.00
3+ Years W/Firm	\$5.83	\$15.34	\$9.00

Almost all of the positions are full-time, with employees working 40 to 60 hours/week. Few positions are part-time, with employees working 20 to 30 hours/week. Few positions are seasonal or temporary, with employees working 10 hours/week. All employers have a day shift, few have a swing or graveyard shift.

Benefits:

	Full-time	Part-time
Vacation	Most	Few
Sick Leave	Many	Few
Retirement Plan	Many	Few
Medical Insurance	Most	Few
Dental Insurance	Many	Few
Vision Insurance	Some	Few
Life Insurance	Many	Few
Child Care	Few	Few

OTHER

Almost all employers provide promotional opportunities into occupations such as Parts Manager, Warehouse Coordinator, Finishers, Sales, Supervisor, Counter Managers, or Store Manager.

ASSESSMENT CODES**Specific Vocational Preparation (SVP): 2**

(Anything beyond a short demo up to and including 30 days)

General Education Development (GED)

Reasoning Development 2

Mathematical Development 1

Language Development..... 1

G-Intelligence..... 4

V-Verbal aptitude 4

N-Numerical Aptitude 4

S-Spatial Aptitude 4

P-Form Perception 4

Q-Clerical Perception 3

Aptitudes:

K-Motor Coordination.....3

F-Finger Dexterity4

M-Manual Dexterity3

E-Eye/Hand/Foot Coordination5

C-Color Discrimination5

VETERINARY TECHNICIANS & TECHNOLOGISTS

OES Code: 329510

Surveyed: 2000

6 Firms Responded - 23 Employees - 6 New Hires

DESCRIPTION

Veterinary Technicians and Technologists perform medical tests in a laboratory environment for use in the treatment and diagnosis of diseases in animals. They prepare vaccines and serums for prevention of diseases. They prepare tissue samples, take blood samples, and execute laboratory tests such as urinalysis and blood counts. They clean and sterilize instruments and materials and maintain equipment and machines.

Related DOT Titles	
Title	DOT Code
Veterinary Technician	079.361-014

EMPLOYMENT TRENDS

Supply & Demand

Employer demand is somewhat greater than the supply of experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search. Most employment opportunities are generated through turnover, some are from growth. The top three most successful recruitment methods for employers are employee referrals, in-house promotions or transfers, and school program referrals.

Projections (EDD/LMID Projection of Employment)

Size of Occupation: Small
Growth Rate: Remain stable

Job Growth		Forecast	
Openings	0	1997	20
Separations	0	2004	20

Almost all employers report stability in occupational employment over the last 12 months; few report growth. Over the next 2 years, many employers expect occupational employment to remain stable; some expect growth.

Gender

Some employees are male; most are female.

Where the Jobs Are

SIC Industry
074 Veterinary Services

EMPLOYER REQUIREMENTS

Job Skills

Technical

Ability to operate precision laboratory equipment
Ability to perform routine laboratory tasks
Blood drawing skills
Ability to write effectively

Ability to follow laboratory procedures
Instrument sterilization skills
Ability to accurately record and report information
Knowledge of medical terminology

Physical

Ability to lift at least 50 lbs. repeatedly

Personal

Willingness to work with close supervision

Ability to work independently

Basic

Basic math skills
Ability to write legibly

Ability to read and follow instructions
Oral communication skills

License

Paramedicals assisting veterinarians require certification. Requirements for certification is completion of a 2-year approved animal health technician program, or equivalent. For more information contact: Veterinary Medical Board, 1420 Howe Avenue, Suite 6, Sacramento, CA 95825, (916) 263-2610

EMPLOYER REQUIREMENTS (continued)

Work Experience	Yes	No	Not Required But preferred
Work experience required (Ave. 24 months)	Most	Some	Few
Other occupational experience accepted	Few	All	NA
Other experience: Employers do not accept other occupational experience.			

Education: Minimum Requirement

High school graduate or equivalent..... Many

Computer SoftwareEmployers do not seek applicants with computer
software skills.

Training	Yes	No	Not Required But preferred
Training acceptable in lieu of experience	Most	Few	NA
Technical or Vocational Training required	Few	Most	Few
Type of training: (Ave. 8 months): Veterinary Technicians courses			

BENEFITS & WAGES**Hourly Wages**

	Low	High	Median
New Hire, No Exp.	\$5.75	\$6.00	\$5.88
New Hire, W/Exp.	\$7.00	\$9.00	\$8.00
3+ Years W/Firm	\$9.00	\$10.00	\$10.00

Many of the positions are full-time, with employees
working 40 hours/week. Many positions are part-time,
with employees work 30 to 40 hours/week. All
employers have a day shift.

Benefits—Full-time employees

	<u>Paid by:</u>	Employer	Shared	Employee
Vacation		Almost all	Few	Few
Sick Leave		Almost all	Few	Few
Retirement Plan		Most	Few	Few
Medical Insurance		Almost all	Few	Few
Dental Insurance		Many	Few	Few
Vision Insurance		Some	Few	Few
Life Insurance		Few	Few	Few
Child Care		Few	Few	Few

OTHER

Many employers provide promotional opportunities into
occupations such as Certified Veterinary Technicians,
Tech Supervisor, Supervisor, or Management.

ASSESSMENT CODES**Specific Vocational Preparation (SVP): 6**

(Over 1 years up to and including 2 years)

General Education Development (GED)

Reasoning Development 4

Mathematical Development 3

Language Development..... 4

G-Intelligence..... 3

V-Verbal aptitude 3

N-Numerical Aptitude 3

S-Spatial Aptitude 3

P-Form Perception 3

Q-Clerical Perception 2

Aptitudes:

K-Motor Coordination.....3

F-Finger Dexterity3

M-Manual Dexterity3

E-Eye/Hand/Foot Coordination4

C-Color Discrimination3

VOCATIONAL & EDUCATIONAL COUNSELORS

OES Code: 315140

Surveyed: 1999

10 Firms Responded - 84 Employees - 18 New Hires

DESCRIPTION

Vocational and Educational Counselors counsel individuals and provide group educational and vocational guidance services.

Related DOT Titles

Title	DOT Code
Counselor	045.107-010
Residence Counselor	045.107-038
Vocational-Rehabilitation Counselor	045.107.042
Director of Counseling	045.107-018

EMPLOYMENT TRENDS

Supply & Demand

Employer demand is somewhat greater than the supply of experienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search. For inexperienced applicants, supply of qualified applicants is greater than demand, creating a very competitive job market for applicants. Many of the position filled over the last 12 months were from turnover/separation; many were from growth; and few were from promotions. The three most successful recruitment methods for employers are newspaper ads, employees' referrals, and the Internet.

Projections (EDD/LMID Projection of Employment)

Size of Occupation: Medium

Growth Rate: Slower than average

Job Growth	11.1%	Forecast
Openings	10	1997 90
Separations	10	2004 100

Many employers report the same occupational size as last year; many also report an increase. Over the next 2 years, most employers expect employment at their firm to remain stable; many also expect growth.

Gender

Many employees are male; many are female.

Where the Jobs Are

SIC Industry

821 Elementary and Secondary Schools

EMPLOYER REQUIREMENTS

Job Skills

Technical

Ability to interview others for information
Record keeping skills
Possession of a valid drivers'

Ability to write effectively
Knowledge of family social work
Understanding of a variety of cultures

Personal

Ability to handle crisis situations
Ability to apply rules and regulations
Possession of a clean police record

Ability to work independently
Willingness to work with close supervision

Basic

Oral communication skills
Ability to write legibly

Ability to read and follow instructions
Basic math skills

EMPLOYER REQUIREMENTS (continued)

Work Experience	Yes	No	Not Required But preferred	Education: Minimum Requirement
Work experience required (Ave. 26 months)	Most	Some	Few	High school graduate or equivalent..... Many
Other occupational experience accepted	Many	Many	NA	AA Degree.....Some
				BA Degree.....Some
				Graduate Study.....Some
Other experience: (Ave. 20 months): Counseling experience, any related field				

Training	Yes	No	Not Required But preferred
Training acceptable in lieu of experience	Few	Almost all	NA
Technical or Vocational Training required	Some	Almost all	Few
Type of acceptable training: University course work, and/or state credentials			

BENEFITS & WAGES

Hourly Wages - Union

	Low	High	Median
New Hire, No Exp.	\$18.12	\$19.18	\$19.18
New Hire, W/Exp.	\$13.31	\$32.60	\$19.18
3+ Years W/Firm	\$14.68	\$32.60	\$20.29

Hourly Wages - NonUnion

	Low	High	Median
New Hire, No Exp.	Not Available		
New Hire, W/Exp.	\$10.55	\$26.00	\$16.11
3+ Years W/Firm	\$11.51	\$26.00	\$18.41

Almost all of the positions are full-time, with employees working 35 to 40 hours/week. Few are part-time, with employees working 20 to 25 hours/week. All employers have a day shift, and few have a swing shift.

Benefits

	Full-time	Part-time
Vacation	Most	Few
Sick Leave	Almost all	Few
Retirement Plan	Many	Few
Medical Insurance	Almost all	Few
Dental Insurance	Almost all	Few
Vision Insurance	Most	Few
Life Insurance	Almost all	Few
Child Care	Few	Few

OTHER

Most employers provide promotional opportunities into occupations such as Administrator, Supervisor, Assistant Principal, Principal, County Director.

ASSESSMENT CODES

Specific Vocational Preparation (SVP): 7
(Over 2 years up to and including 4 years)

General Education Development (GED)

Reasoning Development 5
Mathematical Development 5
Language Development..... 5

G-Intelligence 2
V-Verbal aptitude 2
N-Numerical Aptitude 3
S-Spatial Aptitude 4
P-Form Perception 4
Q-Clerical Perception 3

Aptitudes:

K-Motor Coordination.....4
F-Finger Dexterity4
M-Manual Dexterity4
E-Eye/Hand/Foot Coordination5
C-Color Discrimination5

GOE Code: 10.01.02

California Occupational Guide #429

ALL = 100% OF RESPONDING EMPLOYERS. ALMOST ALL = 80% - <100% OF RESPONDING EMPLOYERS. MOST = 60% - <80% OF RESPONDING EMPLOYERS
MANY = 40% - <60% OF RESPONDING EMPLOYERS. SOME = 20% - <40% OF RESPONDING EMPLOYERS. FEW = LESS THAN 20% OF RESPONDING EMPLOYERS

WAITERS & WAITRESSES

OES Code: 650080

Surveyed: 2001

15 Firms Responded - 234 Employees - 68 New Hires

DESCRIPTION

Waiters and Waitresses serve food and/or beverages to patrons at tables. They usually take orders from patrons and make out the check. Their duties may include setting tables with linen and silverware and taking payment from patrons. They may serve customers at counters as well as at tables. Please do not include workers who only work at counters.

Related DOT Titles	
Title	DOT Code
Waiter/Waitress, Bar	311.477-018
Waiter/Waitress, Buffet	311.674-018
Waiter/Waitress	350.677-030

EMPLOYMENT TRENDS

Supply & Demand

Supply of experienced and inexperienced applicants is considerably greater than demand, creating a very competitive job market for applicants. Most employment opportunities are generated through turnover; few are from growth, promotions, or temporary positions. The top three most successful recruitment methods are walk-in applicants, employee referrals, and newspaper ads.

Projections (EDD/LMID Projection of Employment)

Size of Occupation: Very large

Growth Rate: Much faster than average

Job Growth	33.8%	Forecast	
Openings	220	1997	650
Separations	280	2004	870

Almost all employers report stability in occupational employment over the previous 12 months; some report growth. Over the next 2 years, many employers expect growth in occupational employment; many expect stability.

Where the Jobs Are

SIC Industry

581 Eating & Drinking Places

Gender

Few employees are male; almost all are female.

EMPLOYER REQUIREMENTS

Job Skills

Technical

Good memory skills
Public contact skills
Cash handling skills
Good color perception
Knowledge of purchasing procedures

Customer service skills
Ability to handle disruptive patrons
Ability to operate a standard cash register
Knowledge of inventory techniques

Physical

Ability to stand for prolonged periods

Ability to lift at least 30 lbs.

Personal

Ability to work independently
Ability to work under pressure

Meet employer grooming standards

Basic

Oral communication skills
Ability to perform basic mathematical computations

Ability to write legibly
Ability to read and follow instructions

EMPLOYER REQUIREMENTS (continued)

Work Experience	Yes	No	Not Required But preferred
Work experience required (Ave. 10 months)	Some	Most	Some
Other occupational experience accepted	Few	All	NA
Other experience: No employer accepts other occupational experience.			

Education: Minimum Requirement

Less than high school Almost all
High school graduate or equivalent.....Some

Computer Software

Computer software skills are not required by employers.

Training	Yes	No	Not Required But preferred
Training acceptable in lieu of experience	Some	Most	NA
Technical or Vocational Training required	Few	All	Few
Type of training: Employers do not require training.			

BENEFITS & WAGES**Hourly Wages**

	Low	High	Median
New Hire, No Exp.	\$6.25	\$6.25	\$6.25
New Hire, W/Exp.	\$6.25	\$6.25	\$6.25
3+ Years W/Firm	\$6.25	\$8.00	\$6.25

Other Compensation: Almost all employees receive tips of \$25 to \$625 per week.

Some of the positions are full-time, with employees working 35 to 40 hours/week. Most positions are part-time, with employees working 10 to 30 hours/week. Almost all employers have a day shift, most have a swing shift, and some have a graveyard shift.

Benefits—Full-time employees

<u>Paid by:</u>	Employer	Shared	Employee
Vacation	Some	Few	Few
Sick Leave	Some	Few	Few
Retirement Plan	Some	Few	Few
Medical Insurance	Few	Few	Few
Dental Insurance	Few	Few	Few
Vision Insurance	Few	Few	Few
Life Insurance	Few	Few	Few
Child Care	Few	Few	Few

OTHER

Most employers provide promotional opportunities into occupations such as Supervisor, Crew Chief/Leader, or a management position.

ASSESSMENT CODES

Specific Vocational Preparation (SVP): 3
(Over 30 days up to and including 3 months)

General Education Development (GED)

Reasoning Development 3
Mathematical Development 1
Language Development..... 2

G-Intelligence 3
V-Verbal aptitude 3
N-Numerical Aptitude 4
S-Spatial Aptitude 4
P-Form Perception 4
Q-Clerical Perception 4

Aptitudes:

K-Motor Coordination3
F-Finger Dexterity4
M-Manual Dexterity3
E-Eye/Hand/Foot Coordination4
C-Color Discrimination5

GOE Code: 09.05.02

California Occupational Guide #42

ALL = 100% OF RESPONDING EMPLOYERS. **ALMOST ALL** = 80% - <100% OF RESPONDING EMPLOYERS. **MOST** = 60% - <80% OF RESPONDING EMPLOYERS
MANY = 40% - <60% OF RESPONDING EMPLOYERS. **SOME** = 20% - <40% OF RESPONDING EMPLOYERS. **FEW** = LESS THAN 20% OF RESPONDING EMPLOYERS

WEIGHERS, MEASURERS, CHECKERS & SAMPLERS

RECORDKEEPING

OES Code: 580170

Surveyed: 2000

13 Firms Responded - 69 Employees - 26 New Hires

DESCRIPTION

Recordkeeping Weighers, Measurers, Checkers, and Samplers duties are primarily clerical in nature and involve weighing, measuring, and checking materials, supplies, and equipment for the purpose of keeping relevant records. Included are workers who collect and keep record of samples of products or materials. Please do not include Production Samplers and Weighers.

Related DOT Titles

Title	DOT Code
Milk Receiver	222.585-010
Produce Weigher	299.587-010
Milk Sampler	410.357-010
Cotton Sampler	922.687-042

EMPLOYMENT TRENDS

Supply & Demand

Supply of experienced and inexperienced applicants is considerably greater than demand, creating a very competitive job market for applicants. Most employment opportunities are generated through seasonal positions, few from turnover, and few from growth. The top three most successful recruitment methods for employers are employees referrals, newspaper ads, and in-house promotions or transfers.

Projections (EDD/LMID Projection of Employment)

Size of Occupation: Small

Growth Rate: Remain stable

Job Growth	0.0%	Forecast	
Openings	0	1997	50
Separations	0	2004	50

Almost all employers report stability in occupational employment over the last 12 months; few report growth. Over the next 2 years, almost all employer expect stability in occupational employment; few expect growth.

Where the Jobs Are

SIC Industry

075	Animal Services, Except Veterinary
203	Preserved Fruits and Vegetables

Gender

Many employees are male; many are female.

EMPLOYER REQUIREMENTS

Job Skills

Technical

Ability to write effectively
Ability to use a computer terminal
General clerical skills
Ability to do routine, repetitive work

Ability to perform basic mathematical computations
Record keeping skills
Filing skills (alpha and numeric)
Loading/unloading skills

Personal

Willingness to work with close supervision

Ability to work independently

Basic

Oral communication skills
Ability to read and follow instructions

Ability to write legibly

WEIGHERS, MEASURERS, CHECKERS & SAMPLERS

OES Code: 580170

- RECORDKEEPING

13 Firms Responded - 69 Employees - 26 New Hires

Surveyed: 2000

EMPLOYER REQUIREMENTS (continued)

Work Experience	Yes	No	Not Required But preferred
Work experience required (Ave. 12 months)	Many	Many	Few
Other occupational experience accepted	Many	Many	NA
Other experience: (Ave. 12 months): Retail Inventory Worker, Dairy Worker			

Education: Minimum Requirement

Less than high school Many
High school graduate or equivalent..... Many

Computer Software

Few employers seek applicants with word processing software skills, spreadsheet software skills, or database software skills.

Training	Yes	No	Not Required But preferred
Training acceptable in lieu of experience	Many	Many	NA
Technical or Vocational Training required	Few	All	Few
Type of training: Employers do not require vocational training.			

BENEFITS & WAGES

Hourly Wages

	Low	High	Median
New Hire, No Exp.	\$5.75	\$8.00	\$6.88
New Hire, W/Exp.	\$5.75	\$10.00	\$7.00
3+ Years W/Firm	\$5.75	\$13.00	\$9.00

Many of the positions are full-time, with employees working 40 hours/week. Few positions are part-time, with employees working 20 hours/week. Some positions are seasonal, with employees working 20 to 48 hours/week. All employers have a day shift, few have a swing shift, and some have a graveyard/night shift.

Benefits—Full-time employees

	Paid by:	Employer	Shared	Employee
Vacation		Most	Few	Few
Sick Leave		Most	Few	Few
Retirement Plan		Many	Few	Few
Medical Insurance		Most	Few	Few
Dental Insurance		Many	Few	Few
Vision Insurance		Many	Few	Few
Life Insurance		Most	Few	Few
Child Care		Few	Few	Few

OTHER

Many employers provide promotional opportunities into occupations such as Supervisor, Quality Control positions, Production positions, or Office positions.

ASSESSMENT CODES

Specific Vocational Preparation (SVP): 4
(Over 3 months up to and including 6 months)

General Education Development (GED)

Reasoning Development 3
Mathematical Development 2
Language Development..... 3

G-Intelligence 4
V-Verbal aptitude 3
N-Numerical Aptitude 4
S-Spatial Aptitude 4
P-Form Perception 4
Q-Clerical Perception 3

Aptitudes:

K-Motor Coordination4
F-Finger Dexterity4
M-Manual Dexterity3
E-Eye/Hand/Foot Coordination5
C-Color Discrimination4

GOE Code: 03.04.05

California Occupational Guide #NA

ALL = 100% OF RESPONDING EMPLOYERS. ALMOST ALL = 80% - <100% OF RESPONDING EMPLOYERS. MOST = 60% - <80% OF RESPONDING EMPLOYERS
MANY = 40% - <60% OF RESPONDING EMPLOYERS. SOME = 20% - <40% OF RESPONDING EMPLOYERS. FEW = LESS THAN 20% OF RESPONDING EMPLOYERS

WELDERS & CUTTERS

OES Code: 939140

Surveyed: 1999

18 Firms Responded - 179 Employees - 67 New Hires

DESCRIPTION

Welders and Cutters use flamecutting, hand, arc, and gas welding equipment, and gas torches, to weld together metal components of such products as pipelines, automobiles, boilers, and ships, or join together components of fabricated sheet metal assemblies, or cut, trim, or scarf metal objects to dimensions as specified by layout, work orders, or blueprints.

Related DOT Titles

Title	DOT Code
Arc Welder	810.384-014
Welder-Fitter	819.361-010
Welder-Assembler	819.381-010
Combination Welder	819.384-010

EMPLOYMENT TRENDS

Supply & Demand

Employer demand is somewhat greater than supply of experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search. Many of the positions filled over the last 12 months were from turnover/separation; some were from growth; and few were from promotions or temporary positions. The three most successful recruitment methods for employers are walk-in applicants, newspaper ads, and employees' referrals.

Projections (EDD/LMID Projection of Employment)

Size of Occupation: Large

Growth Rate: Much faster than average

Job Growth	61.1%	Forecast
Openings	110	1997 180
Separations	40	2004 290

Many employers report the same occupational size as last year; many also report an increase. Over the next 2 years, many employers expect employment at their firm to remain stable; many also expect an increase; while few expect a decrease in employment.

Where the Jobs Are

SIC Industry

352	Farm and Garden Machinery
371	Motor Vehicles and Equipment
501	Motor Vehicles, Parts and Supplies

Gender

Many employees are male; many are female.

EMPLOYER REQUIREMENTS

Job Skills

Technical

Ability to read working drawings
Ability to use precision tools
Gas welding skills
Ability to operate inspection equipment
Certified pressure vessel and pipe welder

Arc welding skills
Ability to pass a work performance test
Ability to read blueprints
Certified structural welder

Physical

Ability to stand continuously for 2 or more hours
Willingness to work with close supervision

Ability to work in awkward positions

Personal

Ability to work independently
Willingness to work with close supervision

Possession of a mechanical aptitude

Basic

Ability to read and follow instructions
Basic math skills

Oral communication skills
Ability to write legibly

EMPLOYER REQUIREMENTS (continued)

Work Experience	Yes	No	Not Required But preferred	Education: Minimum Requirement
Work experience required (Ave. 23 months)	Most	Few	Few	Less than high school Many High school graduate or equivalent..... Many
Other occupational experience accepted	Some	Most	NA	
Other experience: (Ave. 13 months): Experience in Hydraulics, Electrical, and/or Refrigeration or Ag Mechanic.				

Training	Yes	No	Not Required But preferred
Training acceptable in lieu of experience	Few	Almost all	NA
Technical or Vocational Training required	Few	Almost all	Few
Type of acceptable training: Certified Auto Body Repairer			

BENEFITS & WAGES**Hourly Wages**

	Low	High	Median
New Hire, No Exp.	\$5.75	\$11.99	\$6.00
New Hire, W/Exp.	\$5.75	\$14.00	\$7.75
3+ Years W/Firm	\$7.00	\$16.00	\$10.00

All of the positions are full-time, with employees working 40 to 50 hours/week. All employees have a day shift, few have a swing shift.

Benefits:

	Full-time	Part-time
Vacation	Most	Few
Sick Leave	Many	Few
Retirement Plan	Many	Few
Medical Insurance	Most	Few
Dental Insurance	Many	Few
Vision Insurance	Some	Few
Life Insurance	Many	Few
Child Care	Few	Few

OTHER

Most employers provide promotional opportunities into occupations such as Supervisor, Shop Foreman, Serviceman or lead person.

ASSESSMENT CODES

Specific Vocational Preparation (SVP): 5
(Over 6 months up to and including 1 year)

General Education Development (GED)

Reasoning Development 4
Mathematical Development 4
Language Development..... 3

G-Intelligence 3
V-Verbal aptitude 4
N-Numerical Aptitude 4
S-Spatial Aptitude 3
P-Form Perception 3
Q-Clerical Perception 4

Aptitudes:

K-Motor Coordination 3
F-Finger Dexterity 3
M-Manual Dexterity 3
E-Eye/Hand/Foot Coordination 5
C-Color Discrimination 4

GOE Code: 05.05.06

California Occupational Guide #84

ALL = 100% OF RESPONDING EMPLOYERS. **ALMOST ALL** = 80% - <100% OF RESPONDING EMPLOYERS. **MOST** = 60% - <80% OF RESPONDING EMPLOYERS
MANY = 40% - <60% OF RESPONDING EMPLOYERS. **SOME** = 20% - <40% OF RESPONDING EMPLOYERS. **FEW** = LESS THAN 20% OF RESPONDING EMPLOYERS

APPENDIX A

Explanation of:

Guide for Occupational Exploration (GOE codes)

Specific Vocational Preparation (SVP)

Aptitudes

Scale of General Education Development (GED)

APPENDIX A

Guide for Occupational Exploration (GOE)

Many youths and other jobseekers are unprepared for an effective job search because of a lack of knowledge about the kinds of jobs to look for. They may have difficulty relating their interest, skills, and potentials to appropriate occupations. To be effective, vocational counselors must have sufficient information to match an individual's interest, temperaments, potential ability and other personal traits to specific career fields and work conditions.

The U.S. Employment Service designed the Guide for Occupational Exploration to provide career counselors and other Dictionary of Occupational Title users with additional information about the interests, aptitudes, entry level preparation and other traits required for successful performance in various occupations. The GOE is also useful in self assessments and counselor-assisted settings to help people understand themselves realistically regarding their ability to meet job requirements. Descriptive information provided for each work group assists the individual in evaluating his or her own interests and relating them to a pertinent field of work.

The GOE coding structure classifies jobs at three levels of consideration. The first level divides occupations according to twelve interest areas corresponding to interest factors identified through research conducted by the former Division of Testing in the U.S. Employment Service. They define the interest factors, identified by a two-digit code, in terms of broad interest requirements of occupations as well as vocational interests of individuals. The twelve interest areas are defined as follows:

01 Artistic	07 Business Detail
02 Scientific	08 Selling
03 Plants - Animals	09 Accommodating
04 Protective	10 Humanitarian
05 Mechanical	11 Leading-Influencing
06 Industrial	12 Physical-Performing

The interest areas are then subdivided into work groups (the second two-digit set in the GOE code). Each work group contains occupations requiring similar worker traits and capabilities in related work settings. The GOE contains descriptive information for each work group and identifies each occupation in the group with a four-digit code and title. In many interest areas, occupations that require the most education, training, and experience are in the first group, while those requiring less formal education or experience are listed in the last group.

Work groups are then subdivided into subgroups (the third two-digit set in the GOE code) of occupations with even homogeneous interests, aptitudes, and adaptability requirements. Each subgroup is identified by its unique six-digit code and title. Individual occupations are listed alphabetically within subgroups. Some subgroups contain occupations from more than one industry, listed within alphabetized industries.

Specific Vocational Preparation (SVP)

Specific Vocational Preparation is defined as the amount of lapsed time required by a typical worker to learn the techniques, acquire the information, and develop the facility needed for average performance in a specific job-worker situation.

This training may be acquired in a school, work, military, institutional, or vocational environment. It does not include the orientation time required of a fully qualified worker to become accustomed to the special conditions for any new job. Specific vocational training includes: vocational education, apprenticeship training, in-plant training, on-the-job training, and essential experience in other jobs.

The following is an explanation of the various levels of specific vocational preparation:

Level Time

- 1** Short demonstration only
- 2** Anything beyond short demonstration up to and including 1 month
- 3** Over 1 month up to and including 3 months
- 4** Over 3 months up to and including 6 months
- 5** Over 6 months up to and including 1 year
- 6** Over 1 year up to and including 2 years
- 7** Over 2 years up to and including 4 years
- 8** Over 4 years up to and including 10 years
- 9** Over 10 years

Note: the levels of this scale are mutually exclusive and do not overlap.

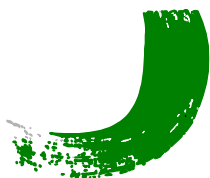
Aptitudes

Aptitudes are the specific capacities or abilities required of an individual in order to facilitate the learning of some task or job duty. The following are the definitions of the eleven aptitudes shown in the Occupational Summaries:

- G - Intelligence:** General Learning Ability. The ability to “catch on” or understand instruction and underlying principles; the ability to reason and make judgments. General learning ability is closely related to doing well in school.
- V - Verbal Aptitude:** The ability to understand the meaning of words and use them effectively; the ability to comprehend language, to understand relationships between words and to understand meanings of whole sentences and paragraphs.
- N - Numerical Aptitude:** The ability to perform arithmetic operations quickly and accurately.
- S - Spatial Aptitude:** Ability to think visually of geometric forms and to comprehend the two-dimensional objects. The ability to recognize the relationships resulting from the movements of objects in space.
- P - Form Perception:** Ability to perceive pertinent detail in objects in pictorial or graphical material. Ability to make visual comparisons and discriminations and see slight differences in shapes and shadings of figures and widths and lengths of lines.
- Q - Clerical Perception:** Ability to perceive pertinent detail in verbal and tabular material. Ability to observe differences in copy, to proofread words and numbers, and to avoid perceptual errors in arithmetic computation. A measure of speed of perception which is required in many industrial jobs when the job does not have verbal or numerical content.
- K - Motor Coordination:** Ability to coordinate eyes and hand of fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and swiftly.
- F - Finger Dexterity:** Ability to move fingers, and manipulate small objects with fingers, rapidly or accurately.
- M - Manual Dexterity:** Ability to move hands easily and skillfully. Ability to work with hands in placing and turning motions.
- E - Eye-Hand-Foot Coordination:** Ability to move the hand and foot coordinately with each other in accordance with visual stimuli.
- C - Color Discrimination:** The ability to match or discriminate between colors in terms of hue, saturation, and brilliance. To identify color or color combination from memory and be able to perceive harmonious or contrasting color combinations.

The preceding definitions are assigned a numerical value according to the following:

Rating	Degree of Aptitude/Ability
1	Markedly High (over 90%)
2	High (66% to 90%)
3	Medium (34% to 65%)
4	Lower (10% to 33%)
5	Markedly Low (under 10%)



APPENDIX A

LEVEL	REASONING	MATHEMATICAL	LANGUAGE
6	Apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.) in its most difficult phases. Deal with a variety of abstract and concrete variables. Apprehend the most abstruse classes of concepts.	<p>Advanced Calculus: Work with limits, continuity, real number system, mean value theorems, and implicit functions theorems.</p> <p>Modern Algebra: Apply fundamental concepts of theories of groups, rings, and fields. Work with differential equations, linear algebra, infinite series, advanced operations methods, and functions of real and complex variables.</p> <p>Statistics: Work with mathematical statistics, mathematical probability and applications, experimental design, statistical inference and econometrics.</p>	<p>Reading: Reading literature, book and play reviews, scientific and technical journals, abstracts, financial reports and legal documents.</p> <p>Writing: Write novels, plays, editorials, journals, speeches, manuals, critiques, poetry, and songs.</p> <p>Speaking: Conversant in the theory, principles, and methods of effective and persuasive speaking, discussion and debate.</p>
5	Apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions. Interpret an extensive variety of technical instructions in mathematical or diagrammatic form. Deal with several abstract and concrete variables.	<p>Algebra: Work with exponents and logarithms, linear equations, quadratic equations, mathematical induction and binomial theorems, and permutations.</p> <p>Calculus: Apply concepts of analytic geometry, differentiations, and integration of algebraic functions with applications</p> <p>Statistics: Apply mathematical operations to frequency distributions, reliability and validity of tests, normal curve, analysis of variance, correlation techniques, chi-square applications and sampling theory, and factor analysis.</p>	Same as level 6.
4	Apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Interpret a variety of instructions furnished in written, oral diagrammatic, or schedule form.	<p>Algebra: Deal with system of real numbers; linear, quadratic, rational, exponential, logarithmic, angle and circular functions; related algebraic solution of equations and inequalities; limits and continuity, and probability and statistical inference.</p> <p>Geometry: Deductive axiomatic geometry, plane and solid; and rectangular coordinates.</p> <p>Shop Math: Practical applications of fractions, percentages, ratio, and proportion, mensuration, logarithms, slide rule, practical algebra, geometric construction, and essentials of trigonometry.</p>	<p>Reading: Reading novels, poems, newspapers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias.</p> <p>Writing: Prepare business letters, expositions, summaries, and reports, using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.</p> <p>Speaking: Participate in panel discussions, dramatizations, and debates. Speak extemporaneously on a variety of subjects.</p>

APPENDIX A

LEVEL	REASONING	MATHEMATICAL	LANGUAGE
3	Apply commonsense understanding to carry out instructions furnished in written, oral or diagrammatic form. Deal with problems involving several concrete variables in or from standard situations.	Compute discount, interest, profit and loss: commission, markup, and selling price; ratio and proportion, and percentage. Calculate surfaces, volumes, weights, and measure. Algebra: Calculate variables and formulas; monomials, and polynomials; ratio and proportion variables; and square roots and radicals. Geometry: Calculate plane and solid figures; circumference, area and volume. Understand kinds of angles, and properties of pairs of angles.	Reading: Read a variety of novels, magazines, atlases, and encyclopedias. Writing: Write reports and essays with proper format, punctuation, spelling, and grammar, using all parts of speech. Speaking: Speak before an audience with poise, voice control, and confidence, using correct English and well-modulated voice.
2	Apply commonsense understanding to carry out detailed but uninvolved written or oral instructions. Deal with problems involving a few concrete variables in or from standardized situation.	Add, subtract, multiply, and divide all units of measure. Perform the four operations with like common and decimal fractions. Compute ratio, rate, and percent. Draw and interpret bar graphs. Perform arithmetic operations involving all American monetary units.	Reading: Passive vocabulary of 5,000-6,000 words. Read at a rate of 190-215 words per minute. Read adventure stories and comic books, looking up unfamiliar words in dictionary for meaning, spelling, and pronunciation. Read instructions for assembling model cars and airplanes. Writing: Write compound and complex sentences, using cursive style, proper end punctuation, and employing adjectives and adverbs. Speaking: Speak clearly and distinctly with appropriate pauses and emphasis, correct pronunciation, variations in word order, using present, perfect, and future tenses.
1	Apply commonsense understanding to carry out simple or one- or two-step instructions. Deal with standardized situations with occasional or no variables in or from these situations encountered on the job.	Add and subtract two digit numbers. Multiply and divide 10's by 2, 3, 4, 5. Perform the four basic arithmetic operations with coins as part of a dollar. Perform operations with units such as cup, pint, and quart; inch, foot, and yard; and ounce and pound.	Reading: Recognize meaning of 2,500 (two- or three-syllable) words. Read at a rate of 95-120 words per minute. Compare similarities and differences between words and between series of numbers. Writing: Print simple sentences containing subject, verb, and object, and series of numbers, names, and addresses. Speaking: Speak simple sentences, using normal word order, and present and past tenses.

APPENDIX B

Merced County Vocational Training Directory

Disclaimer: The Employment Development Department (EDD) does not endorse the schools and training providers listed in this report. Please note that training programs may change frequently and we recommend contacting the schools to verify the information listed in the profile.

VOCATIONAL TRAINING DIRECTORY

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Merced County Office of Education

Includes:

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VOCATIONAL TRAINING DIRECTORY

Adult School Vocational Programs

Merced Adult School	Available Services
50 East 20th Street Merced, CA 95340 (209) 385-6524	Counseling Services Internet address: http://www.ecec.mushd.k12.ca.us/adult/index.html Accreditation: Western Association of Schools and Colleges (WASC)

Adult Basic Education

Reading Classes
Computer Assisted Instruction

CalWORKS Vocational Training

Office Skills
Building and Housing Trades
Automotive Service and Auto Body
Computer Repair and Maintenance
Multi-media Production

Marketing
Landscaping
Construction Technology
Customer Service

English as a Second Language

I - Literacy/Beginning Low
II - Literacy/Beginning High
III - Literacy/Intermediate Low
IV - Literacy/Intermediate High
Multi-Level English as a Second Language

Office Occupations

Beginning Typing/Keyboarding
Business Math
Business English
Vocabulary Building
Computer Literacy

10-Key Calculator
Alpha/Numeric Filing
Proofreading
Spelling Improvement
Introduction to Word Perfect

General Education Development

High School Diploma Programs

VOCATIONAL TRAINING DIRECTORY

Community College Programs

Merced College	Associate Degree						
<p>3600 “M” Street Merced, CA 95348-2898 (209) 384-6000 Fax: (209) 384-6043</p> <p>Los Banos Campus 16570 S. Mercy Springs Road Los Banos CA 93635 (209) 826-3431 or 384-6289</p> <p>Off-Campus Programs at: Livingston, Dos Palos, Chowchilla, and other areas</p>	<p>Available Services</p> <table><tr><td>Financial Aid</td><td>VA Approved</td><td>On-site Child Care</td></tr><tr><td>Job Placement</td><td>Career Assessment</td><td>Career Counseling</td></tr></table> <p>Internet address: http://www.merced.cc.ca.us/ Accreditation: Western Association of Schools and Colleges (WASC)</p>	Financial Aid	VA Approved	On-site Child Care	Job Placement	Career Assessment	Career Counseling
Financial Aid	VA Approved	On-site Child Care					
Job Placement	Career Assessment	Career Counseling					
<p>Accounting Addiction Studies Administration of Justice Agriculture Business Agriculture, General Animal Science Anthropology Art Automotive Banking and Finance Biological Science Business Administration Business, General Chemistry Chemistry Pre-Professional Clerical Office Computer-Aided Drafting Computer Studies – Management Information Services Computer Studies – Computer Science Computer Studies – Computer Studies & Electronics Crop Science Dental Laboratory Technology Diesel Equipment Technology Drafting Drama Early Childhood Education Electrical Electronics Technician Engineering Engineering Technology English Environmental Hazardous Material Technology Family and Consumer Science Fashion Merchandising Fire Technology Food Service Technician Foreign Language General Studies Geology Health Services</p>	<p>History Horse Management Human Services Humanities HVAC Technician Industrial Electronics Technician Industrial Maintenance Technician Industrial Technology Information/Word Processing Instrumentation and Process Control Laboratory Technology Landscape Horticulture Legal Secretarial Liberal Studies Life Science Management, Merchandising Management, Small Business Management/Supervisory Training Mathematics Mechanized Agriculture Technology Mechanized Agriculture Technology/John Deere Medical Office Music Nursing, Registered Nursing, Vocational Office Technology Paralegal Studies Philosophy Photography Physical Education Physical Science Physics Psychology Radiologic Technology Real Estate Social Science Speech Toyota-Approved Automotive Program Welding Technology</p>						

VOCATIONAL TRAINING DIRECTORY

Community College Programs

Merced College	Certificate Programs								
<p>3600 "M" Street Merced, CA 95348-2898 (209) 384-6000 Fax: (209) 384-6043</p> <p><u>Los Banos Campus</u> 16570 S. Mercy Springs Road Los Banos CA 93635 (209) 826-3431 or 384-6289</p> <p><u>Off-Campus Programs at:</u> Livingston, Dos Palos, Chowchilla, and other areas</p>	<p>Available Services</p> <table><tr><td>Financial Aid</td><td>VA Approved</td><td>On-site Child Care</td></tr><tr><td>Job Placement</td><td>Career Assessment</td><td>Career Counseling</td></tr></table> <p>Internet address: http://www.merced.cc.ca.us/ Accreditation: Western Association of Schools and Colleges (WASC)</p>			Financial Aid	VA Approved	On-site Child Care	Job Placement	Career Assessment	Career Counseling
	Financial Aid	VA Approved	On-site Child Care						
Job Placement	Career Assessment	Career Counseling							
<p>Agriculture Division Agriculture Business Animal Science Crop Science Diesel Equipment Technology General Agriculture Horse Management Horseshoeing Landscape Horticulture Mechanized Agriculture Technology</p> <p>Allied Health Division Dental Laboratory Technology – Removable Prosthetics Dental Laboratory Technology – Fixed Prosthetics Nursing, Vocational Radiologic Technology</p> <p>Arts Division Commercial Art Visual Arts Photography</p> <p>Business Division Accounting Addiction Studies Administration of Justice – Corrections Option Administration of Justice – Law Enforcement Option Banking and Finance Business, General Clerical Office Early Childhood Science Family and Consumer Science Fashion Merchandising Fire Technology Food Service Technician Foster Care Education Information/Word Processing Legal Secretarial Management, Merchandising</p>	<p>Business Division (Cont.) Management, Small Business Management/Supervisory Training Medical Office Office Technology Paralegal Studies Real Estate</p> <p>Industrial Technology Division Automotive Engines Automotive Body and Fender Automotive Engine Performance Automotive Suspension and Brakes Automotive Program, Toyota Approved Automotive Transmissions Computer-Aided Drafting – Architectural Computer-Aided Drafting – Mechanical Electrician Electronics Technician HVAC Technician HVAC – Commercial Refrigeration Technician Option Industrial Electronics Technician Industrial Electronics Technician - Instrumentation and Process Control Option Industrial Maintenance Technician Welding Technology</p> <p>Science Division Environmental Hazardous Material Technology</p> <p>Social Science Division Human Services</p>								

VOCATIONAL TRAINING DIRECTORY

Community College Programs

Merced College	Employer-focus Training Center		
3600 “M” Street Merced, CA 95348-2898 (209) 384-6000 Fax: (209) 384-6243 <u>Los Banos Campus</u> 16570 S. Mercy Springs Road Los Banos CA 93635 (209) 826-3431 or 384-6289 <u>Off-Campus Programs at:</u> Livingston, Dos Palos, Chowchilla, and other areas	Available Services		
	Financial Aid Job Placement	VA Approved Career Assessment	On-site Child Care Career Counseling
	Internet address: http://www.merced.cc.ca.us/ Accreditation: Western Association of Schools and Colleges (WASC)		
	Truck Driver Training Medical Assistant Training Medical Office Technology	Computers in Business Legal Office Technology	

VOCATIONAL TRAINING DIRECTORY

Private Training Programs

Central Valley Opportunity Center Inc. (CVOC)	Available Services Job Placement Assistance Career Assessment Career Counseling
Merced Center 1748 Miles Court Merced, CA 95340 (209) 385-6524	Internet address: http://www.elite.net/~cvocplan/ Accreditation: Bureau for Private Postsecondary & Vocational Education (BPPVE)
Stanislaus Center 701 H Street Modesto, CA 95345 (209) 577-3201	General and Advanced Business Occupations Automotive Service/Repair Lithography/Computer Graphics Welding and Industrial Maintenance
Madera Center 17296 Road 26 Madera, CA 93637 (209) 674-0971	On-the-Job Training Contracts
Chapman University Academic Center	Available Services Financial Aid VA Approved Job Placement Career Assessment Career Counseling
3337 "M" Street, Ste 220 Merced, CA 95348-2714 (209) 723-2105 Fax: (209) 723-7251	Internet address: http://www.chapman.edu/cil/ac/071/index.html Accreditation: Bureau for Private Postsecondary & Vocational Education (BPPVE)
	<div> <div> Certificates Human Resources Management Extended Education Resource Specialist T.A.P.E. </div> <div> Associate Degrees General Education </div> </div> <div> <div> Bachelor Degrees Health Science Psychology Social Sciences </div> <div> Credential Programs Multiple Subject/Single Subject Clear Credential/CLAD Administrative Services Administrative Services </div> </div> <div> <div> Master Degrees Pupil Personnel Services Counseling-School/Career Education Organizational Leadership Special Education </div> <div> Learning Handicapped Severely Handicapped School Psych Specialized </div> </div>

VOCATIONAL TRAINING DIRECTORY

Private Training Programs

Friends International Christian University	Available Services Job Placement Career Assessment Career Counseling
2152 "O" Street Merced, CA 95340 (209) 384-7900 Fax: (209) 384-3251	Internet address: http://www.ficu.edu/degree/htm Accreditation: Bureau for Private Postsecondary & Vocational Education (BPPVE) <hr/> Associate Programs Biblical Studies Bachelor Programs Biblical Studies Biblical Counseling Church Administration Religious Education Theology Religious Fine Arts Master Programs Biblical Studies Divinity Biblical Counseling Church Administration Religious Education Theology Religious Fine Arts Doctoral Programs Church Administration Ministry Religious Education Biblical Counseling Religious Studies
Golden State Truck School Bldg 90, Castle Airport Atwater, CA 95301 (209) 722-0121 Fax: (209) 722-0245	Available Services Financial Aid VA Approved Internet address: N/A Accreditation: Bureau for Private Postsecondary & Vocational Education (BPPVE) <hr/> Truck Driver Training
H & R Block Tax Training School 12 West Main Street Merced, CA 95340 (209) 384-7900 Fax: (209) 384-3251	Available Services None Internet address: http://hrblock.com/tax/maps/ttc.html Accreditation: Bureau for Private Postsecondary & Vocational Education (BPPVE) <hr/> Taxation

VOCATIONAL TRAINING DIRECTORY

Private Training Programs

<p style="text-align: center;">Sierra College Of Beauty</p> <p>1340 West 18th Street Merced, CA 95340 (209) 723-2989</p>	<p>Available Services Financial Aid VA Approved</p> <p>Internet address: N/A</p> <p>Accreditation: Bureau for Private Postsecondary & Vocational Education (BPPVE) National Accrediting Commission of Cosmetology Arts & Sciences (NACCAS)</p> <hr/> <p style="text-align: center;">Cosmetology Manicuring</p>
<p style="text-align: center;">The Fourth R</p> <p>2823 G Street Merced, CA 95340 (209) 383-4592 Fax: (209) 388-0167</p>	<p>Available Services Career Assessment Career Counseling</p> <p>Internet address: http://www.4thrcts.com</p> <hr/> <p>Introductory courses Intro to Computers Intro to Word Processing Intro to Spreadsheets</p> <p>Microsoft Office Suite Word Excel PowerPoint Access Outlook</p> <p>Other Microsoft Courses Windows 95 Windows 98 Windows NT FrontPage Project Schedule+ Exchange Internet Explorer</p> <p>Corel WordPerfect Suite WordPerfect Quattro Pro Corel Presentations Paradox Netscape</p>

VOCATIONAL TRAINING DIRECTORY

Regional Occupational Programs

Merced County Office of Education Regional Occupational Programs	Available Services Counseling for Career Guidance Vocational Assessment Placement – by teacher referral
632 West 13th Street Merced, CA 95340 (209) 723-8346	Internet address: http://www.muhsd.k12.ca.us Accreditation: Western Association of Schools and Colleges (WASC)
Includes: Atwater High School 2201 Fruitland Avenue Atwater, CA 95301 (209) 257-6000 Chowchilla High School 805 Humbolt Avenue Chowchilla, CA 93610 (209) 665-1331 Dos Palos High School 1701 East Blossom Street Dos Palos, CA 93620 (209) 392-2131 Golden Valley High School 2121 East Childs Avenue Merced, CA 95340 (209) 385-8000 Gustine High School 501 North Avenue Gustine, CA 95322 (209) 854-6414 Hilmar High School 7807 Lander Avenue Hilmar, CA 95324 (209) 667-5903 Le Grand Union High School 12961 Le Grand Road Le Grand, CA 95333 (209) 389-9400 Livingston High School 1617 Main Street Livingston, CA 95334 (209) 394-7961 Los Banos High School 1966 11th Street Los Banos, CA 93635 (209) 826-6033 Merced High School 205 West Olive Avenue Merced, CA 95344 (209) 385-6465	Courses Advanced Agriculture Sequence & Computer Advanced Agriculture Welding Agriculture Construction and Fabrication Agriculture Sales & Service Agriculture Skills Agriculture Welding Agriculture Welding & Construction Art Auto & Transportation Service Auto Services I/II Auto Body Cabinetmaking I/II Career In Therapeutic Health Career Planning Careers in Accounting Careers in Criminal Justice Careers in Infant & Toddler Computer Applications Computer Business Applications Computer Repair & Maintenance Computerized Drafting I/II Computer in Agriculture Construction Technology Customer Service Representative Diesel Agriculture Equipment Mechanic Graphic Arts I/II Horticulture Introduction to Careers in Health Landscape/Gardening Marketing & Business Management Marketing (Adult) Marketing Occupations I/II Marketing Services Media Productions Microcomputer Accounting Occupations with Children Office Occupations I/II Ornamental Horticulture Power Equipment Technology Publications Welding & Fabrication Technology Welding Technology I/II/III Working with Children

